



Classified Evaluation

Name of Employee:

Location/School:

Years in District:

Job Title:

Evaluation for School Year

The basic purpose of evaluation is to appraise employee job performance, to provide positive feedback, to motivate employees to improve their performance, to justify administrative personnel decisions, and to assess positive impact on student learning.

NOTE: The evaluation process attempts to minimize subjective judgments by utilizing objective setting and feedback. Thus, it helps employees control and evaluate their progress toward improvement objectives. The job description and formal observation will be components of this evaluation.

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings.

Exceeds expectations	(3)	performance is routinely above job
Meets expectations	(2)	performance is regularly competent and dependable
Opportunity for growth	(1)	performance is satisfactory but not consistently
Does not meet expectations	(0)	performance fails to meet job requirements

Provide brief explanations, when appropriate, in the space provided in each individual category.

General Appraisal of Performance

(Place a corresponding number in the appropriate box.)

	Exceeds = 3 Meets = 2 Opportunity for Growth = 1 Does Not Meet = 0	
1	Job Proficiency Measures how well employee completes all assigned duties.	
2	Aptitude Measures employee's skill level, knowledge, quality and understanding of all phases of the job.	
3	Performance Measures how well employee completes necessary tasks in a timely and efficient manner.	
4	Dependability Measures how well employee complies with instructions and performs under pressure to meet schedules.	
5	Resourcefulness Measures effectiveness in managing time, working with minimal supervision, and initiating independent action within prescribed limits.	
6	Decision-making and Problem-solving Measures effectiveness in understanding and identifying problems; prioritizing; and making timely, practical decisions within prescribed limits.	
7	Managing Change and Improvement Measures effectiveness in initiating changes, adapting to necessary changes from old methods when they are no longer practical, identifying new methods, and generating improvement.	
8	Teamwork Measures how well the employee works with district employees and supervisors, respects the rights of other employees and students, and shows a cooperative spirit and positive attitude in assisting all staff and students.	
9	Communication Measures effectiveness in listening to others; expressing ideas, both orally and in writing; and providing relevant and timely information to supervisors, coworkers, students and parents in a professional manner.	
10	Attendance Measures how well employee regularly reports for work and observes stated hour for daily schedule.	
	<i>A score of less than 19 may result in a remediation process</i> Total Score	0

<input type="checkbox"/>	26-30 points	Exceeds Expectations	<input type="checkbox"/>	19-25 points	Meets Expectations	<input type="checkbox"/>	10-18 points	Opportunity For Growth	<input type="checkbox"/>	0-9 points	Does not meet Expectations
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Comments

Supervisor comments:

Describe employee's strengths and accomplishments during this evaluation period.

Describe performance or behavioral aspects you appreciated in the employee's performance.

Provide specific ideas for improvement for any item marked "Needs Improvement" or "Does Not Meet Expectations."

Employee comments:

Employee goals:

Jointly, the supervisor and the employee will develop goals for the next evaluation cycle.

Signature of Employee

Date

(Signature does not necessarily denote agreement with the official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Signature of Supervisor

Date

Reviewed by

Date

Make 3 copies: one each for District Office, Employee, and Supervisor