

# NON-UNION, NON-MANAGEMENT/SUPERVISORY STAFF PERFORMANCE EVALUATION TOOL

NAME:	EVALUATOR:
SCHOOL/DEPT:	DATE:
EVALUATION PERIOD (SCHOOL/FISCAL YEAR)	JOB TITLE:

This form is intended to record the evaluator's assessment of the above-named individual's job performance as a during the school/fiscal year shown. The purpose of the evaluation is to recognize the individual's proficient or exemplary performance and to increase performance that is unsatisfactory or needs improvement.

Goals should be agreed upon no later than August 1<sup>st</sup>, or within 4 weeks of date of hire.

The completed evaluation is to be signed by the evaluator and evaluatee no later than July 20<sup>th</sup>.

## RUBRIC FOR GOALS

EXCEEDED (Exceeded goal before or by June 30 <sup>th</sup> .)
MET (Met goal before or by June 30 <sup>th</sup> .)
PARTIALLY MET (Met portions of goal but did not complete goal by June 30 <sup>th</sup> .)
DID NOT MEET (Did not meet goal and/or no evidence of goal completion provided.)

<b>DISTRICT IMPROVEMENT GOAL(S)</b> (These goals are work directly related to the improvement of processes/practices for the department/District.)
<b>DISTRICT IMPROVEMENT GOAL RATING</b> (To be completed no later than July 20 <sup>th</sup> .)

<b>PROFESSIONAL PRACTICE GOAL(S)</b> (These goals are work directly related to the professional growth of the evaluatee.)
<b>PROFESSIONAL PRACTICE GOAL RATING</b> (To be completed no later than July 20 <sup>th</sup> .)



## RUBRIC FOR PERFORMANCE EVALUATION RATING

EXEMPLARY (Performance consistently and effectively meets job requirements. Models best practices for other staff to ensure District needs are met.)	RATING OF “E”
PROFICIENT (Performance consistently and effectively meets job requirements in relation to time in the role.)	RATING OF “P”
NEEDS IMPROVEMENT (Performance does not consistently meet job requirements. Improvement in some areas is required.)	RATING OF “NI”
UNSATISFACTORY (Performance does not meet job requirements.)	RATING OF “U”
NOT APPLICABLE	“N/A”
PLEASE NOTE: ANY RATING OF “NI” OR “U” SHOULD BE ACCOMPANIED BY EVIDENCE OR COMMENT	

JOB PERFORMANCE					
Demonstrates knowledge of role and department.	E	P	NI	U	N/A
Displays interest and enthusiasm in work.	E	P	NI	U	N/A
Work is performed accurately and timely.	E	P	NI	U	N/A
Accepts and carries out assignments willingly and diligently.	E	P	NI	U	N/A
Demonstrates flexibility and adjusts to change.	E	P	NI	U	N/A
Demonstrates knowledge of and adherence to District/School/Department policies, protocols and procedures.	E	P	NI	U	N/A
Follows guidance and actionable feedback.	E	P	NI	U	N/A
Applies new knowledge and skills.	E	P	NI	U	N/A
Follows through on directions and uses work time productively.	E	P	NI	U	N/A
Works well both in a team and without constant supervision.	E	P	NI	U	N/A
EVIDENCE OR COMMENTS:					



<b>INTERPERSONAL RELATIONSHIPS WITH STUDENTS, FAMILIES AND STAFF</b>						
Interacts and relates appropriately with students, families, and staff.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Respects and is responsive to individual differences. Creates and maintains an inclusive environment.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Maintains appropriate boundaries with students and families.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Maintains composure in challenging situations.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Is considerate of others and communicates effectively both verbally and in written form.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Brings concerns/issues through proper chain of command.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
EVIDENCE OR COMMENTS:						

<b>PROFESSIONAL RESPONSIBILITIES</b>						
Maintains regular attendance, is punctual and follows procedures for reporting absences/late arrivals.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Demonstrates initiative and resourcefulness.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Prepares and maintains a variety of materials as requested in a responsible and confidential manner (i.e. payroll, student records, reports, memos, mail, supplies, etc.)	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Demonstrates discretion and ethical behavior, maintains confidentiality.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Maintains calendars/schedule as directed.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Current and proficient in the use of both hardware and software used by the District and as is required (i.e. MS Office suite, School Dude, MUNIS Frontline, computers, scanners, printers, copiers, etc.)	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Uses technology and devices appropriately and according to the District's acceptable use policy.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Appropriately utilizes the District's translation/interpretation resources.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	
Provides guidance, training and direction to other staff as needed/directed to by Administration.	<b>E</b>	<b>P</b>	<b>NI</b>	<b>U</b>	<b>N/A</b>	



EVIDENCE OR COMMENTS:

**COMMENDATIONS**

**OPPORTUNITIES FOR GROWTH**

\_\_\_\_\_  
*Evaluator Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Evaluatee Signature*

\_\_\_\_\_  
*Date*