

for the OSEA Siuslaw Chapter #57

### SIUSLAW SCHOOL DISTRICT 97J

2111 Oak Street ♦ Florence, Oregon 97439 ♦ (541) 997-2651 ♦ Fax (541) 997-4160 School District Website: http://www.siuslaw.k12.or.us

Motivating and Preparing All Students to Reach Their Greatest Potential
Siuslaw Elementary School ◆ Siuslaw Middle School ◆ Siuslaw High School

## MEMORANDUM OF UNDERSTANDING Between

Oregon School Employees Association Siuslaw Chapter #57 and Siuslaw School District 97J

This Memorandum of Understanding is entered into by and between the Oregon School Employees Association Siuslaw Chapter #57 (OSEA) and Siuslaw School District 97J.

With regards to Article IX Probation / Promotions / Evaluations, as developed collaboratively with OSEA Chapter #57 Representatives and Siuslaw School District building administrators, the following schedule and documents will be in the evaluation of classified staff:

- 1. In keeping with the tenets of the contract regarding evaluation timeline, the following schedule has been collaboratively developed, please see attached document.
- 2. The collaboratively developed self-evaluation form contains the following work related performance criteria, please see attached document.
- 3. The collaboratively developed Classified Summative Evaluation form used for the Probationary 60 Day review, the Probationary 100 Day review, and the annual Summative Evaluation contains the following work related performance criteria, please see attached document.
- 4. The updated evaluation criteria and materials will be incorporated into the collective bargaining agreement at the first possible opportunity, at the next contract negotiations.
- 5. Nothing in this Agreement constitutes a waiver of any party's legal rights, assertions, or positions taken, except as specifically set forth herein.
- 6. This Agreement shall not establish precedent or past practice between the parties and cannot be relied upon in future disputes as establishing precedent or past practice.
- 7. Except as specifically set forth herein, nothing in this Agreement impacts the rights, obligations and benefits provided in the collective bargaining agreement between the parties.

For the Siuslaw School District 97J

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PAMER A. NEIDER	Andrew S. Grzeskowiak, Superintendent
Name	Name
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Dedicated to Success for All Students

#### Siuslaw School District Evaluation Process/Timeline

**Probationary & Temporary Classified Staff** 

	y Cimbrilla Stail	
Scheduled By 1 Month from Date of Hire	Self-Assessment and Beginning of Year Development	Staff Member
Scheduled Prior to 60 Days of Employment	Performance Review – Summative Evaluation	Administrator
Scheduled Prior to 100 Days of Employment	Performance Review – Summative Evaluation	Administrator
Scheduled By Apr 1	Self-Assessment Form and End of Year Summary	Staff Member
Scheduled By Apr 15	Summative Evaluation	Administrator
Classified Staff		
Scheduled By Oct 30	Self-Assessment and Beginning of Year Development	Staff Member
Scheduled By Apr 1	Self-Assessment and End of Year Summary	Staff Member
Scheduled By Apr 15	Summative Evaluation	Administrator

<sup>\*</sup> The evaluation process may be managed electronically

<sup>\*</sup> Staff members may request mini observations

<sup>\*</sup> Any concerns noted during a mini/informal observation will be discussed with the staff member in a timely manner \* By June 30, all evaluation paperwork will be filed with Human Resources



#### Siuslaw School District Classified Evaluation Self-Evaluation

Position:

Location:

Administrator:	Date:		Self-Evaluation			
Employment Status:  Probationary Temporary Regular						
JOB KNOWLEDGE/PRODUCTIVITY: Understands job concepts and requirements; possesses necessary skills and knowledge for the job; uses and implements necessary methods and tools for the job; pays attention to detail; produces quality work.						
Does Not Meet Expectations	Basic	Effective	Highly Effective			
☐ Does not have an understanding of	☐ Typically understands principles,	☐Understands the principles,	☐Thoroughly understands the			
the principles, concepts, and	concepts, and requirements of the	concepts, and requirements of the	principles, concepts, and requirements			
requirements of the job.	iob.	job.	of the job.			
☐ Does not use current methods,	☐ Implements use of current	□Consistently and skillfully uses	☐ Exhibits exceptional skill at			
information, and technology to	methods, information, and	current methods, information, and	using current methods,			
complete work.	technology to complete work.	technology to complete work; shares	information, and technology to			
☐ Quantity and quality of work is	☐Seeks to improve job knowledge	expertise with others.	complete work; trains/supports			
inadequate.	and skills to improve work quality.	☐ Identifies and implements	the acquisition of these skills to			
	☐Quantity and quality of work is	new procedures to improve	others.			
	adequate.	work quality.	☐ Is proactive about acquiring,			
		☐ Routinely gets the job done and	implementing, and sharing new			
		produces high quality work.	policies, methods, and skills to increase			
			efficiency and effectiveness, adding			
			value to every project.			
			☐ Produces a large volume of work of			
			the highest quality.			
Comments:						
	ed in job; takes on new challenges; sets god		Trible off - Co-			
Does Not Meet Expectations	Basic	Effective	Highly Effective			
☐ Exhibits little interest in job.	Shows interest in job.	□Consistently shows high level of	☐ Exhibits exceptionally high job			
☐ Is not a self-starter.	☐ Is a self-starter in some areas.	interest in job.	interest level.			
☐Completes only minimal job requirements.	☐ Looks for ways to be proactive. ☐ Willing to take on new challenges	□ Routinely a self-starter.	☐ Is a self-starter and exceptionally			
requirements.	and set measurable, attainable goals.	☐ Consistently proactive.☐ Takes on new challenges and sets	independent in acquiring new methods and sharing ideas.			
		measurable, attainable goals; takes	☐ Entirely proactive.			
		action to complete them.	☐ Leads others in setting measurable,			
			attainable goals and in taking action			
			to complete them.			
			☐ Continually seeks creative and			
			innovate ways to broaden job			
			function and enhance productivity.			
Comments:						
JUDGMENT: Makes sound decisions; analyzes and solves problems; organizes/prioritizes.						
Does Not Meet Expectations	Basic	Effective	Highly Effective			
☐Does not make sound decisions;	☐ Makes sound decisions and is able	☐Consistently demonstrates sound	☐Clear, strategic thinker who			
fails to make necessary decisions.	to problem-solve.	decision-making, analytical, and	exclusively makes sound decisions.			
☐ Fails to organize/prioritize and/or	☐ Organizes/prioritizes and uses	problem-solving skills.	☐ Exhibits exceptional ability to			
use available resources, resulting in	available resources to contribute to	☐ Routinely organizes/prioritizes and	analyze, organize/prioritize, and use			
loss of productivity.	productivity.	uses available resources to	available resources to enhance			
☐Does not identify impact of	☐ Identifies impact of decisions on self	contribute to productivity.	productivity and contribute to			
decisions on self or others.	and others.	☐ Routinely able to identify impact of	common goal(s) of the organization.			
☐Jumps to conclusions; conclusions	☐ Can make timely decisions based on	decisions on self and others and can	☐ Keen ability to identify impact of			
not based on fact.	facts.	recognize and contribute to alternate	various decisions and choose the best			
		solutions.	solution for the most positive			
		☐ Consistently makes timely decisions	outcome, even with limited time or			
	Α	based on facts.	information.			
			☐ Leads others in focusing on facts			
			and solutions to make timely, solid			
			decisions.			
Comments:						

	s assigned duties; works independently; me		
Does Not Meet Expectations	Basic	Effective	Highly Effective
☐ Rarely able to work	☐Works independently; work may	☐Consistently works independently;	☐ Exceptionally independent;
independently; work requires close	require intermittent supervision.	work requires minimal supervision.	attends to every detail without
supervision.	☐Completes work on time and	☐ Routinely completes work on time	supervision.
☐ Cannot be depended on to	follows through with commitments.	and follows through with	☐Goes above and beyond in
complete work on time; does not keep	Accepts responsibility for outcomes	commitments; identifies and	delivering on job responsibilities; able
commitments.	and corrects identified mistakes as directed.	communicates situations where	to independently identify and adjust
☐ Does not accept responsibility for outcomes; makes excuses for	directed.	commitments need to be adjusted.	work to meet all commitments.
mistakes.		Accepts responsibility for outcomes and independently takes action to	☐ Models responsibility for peers; helps others acquire higher level of
mistakes.		correct mistakes.	responsibility.
Comments:			
ELEVIDUE EL CADA DE ADUATA A ALCA ACA	Det		
positive attitude.	ew or changing conditions; makes adjustm	ents and changes to work assignments in L	inforeseen circumstances; maintains
Does Not Meet Expectations	Basic	Effective	Highly Effective
☐ Has difficulty accepting and	☐ Accepts and adjusts to new	☐ Routinely accepts and	□ Extremely flexible.
making adjustments to new or	or changing conditions.	adjusts quickly to new or	☐Quickly and effectively adjusts to
changing conditions.	☐ Demonstrates a positive attitude	changing conditions.	new or changing conditions, keeping
☐ Does not demonstrate positive	and performs well in stressful	☐Consistently maintains a positive	a positive outcome as the goal;
attitude and performs inconsistently	situations.	attitude and performs well in stressful	anticipates needs and supports
in stressful situations.	☐Willing to make adjustments in	situations.	others in transition.
	work assignments as requested.	□ Contributes positively by	☐Continually maintains a positive
		collaborating in making adjustments and changes in work assignments.	attitude, thinks clearly, and performs at a high level in stressful situations.
		and changes in work assignments.	Demonstrates leadership amongst
			peers by supporting co-workers in
			prioritizing and making adjustments
			and changes in assignments for
Commonts			positive results.
Comments:			
COMMUNICATION/INTERPERSONAL & R	ELATIONS/TEAMWORK: Maintains posit	ive rapport with all stakeholders; tactful,	respectful, and courteous; expresses
	ative/cooperates with others; exhibits con	Total Control	PARTICIPATION IN THE PROPERTY OF THE PROPERTY
Does Not Meet Expectations	Basic	Effective	Highly Effective
☐Uses inappropriate	Uses appropriate communication.	☐Consistently uses appropriate	☐ Exclusively uses communication
communication that seriously	☐ Expresses ideas in a clear and understandable manner.	communication.	that enhances job function.
affects job function.	□ Recognizes the need, and attempts.	Routinely expresses ideas in a clear	☐ Exhibits exceptional ability to
□ Does not express ideas in a clear and understandable manner.	to adapt message for various	and understandable manner.	express ideas in a clear and understandable manner.
and understandable manner.  ☐More concerned with	audiences (students, staff, community,	☐ Routinely adapts message for a variety of audiences (students, staff,	understandable manner.  ☐ Keen ability to adapt message for
communicating own needs than	etc.)	community, etc.)	various audiences (students, staff,
meeting the needs of others.	□ Listens well; accepts	☐ Routinely collaborates well with	community, etc.); checks for audience
Displays unwillingness to listen to	feedback; works effectively	others; approachable; listens well.	understanding.
and/or work effectively with others.	with others.	Exhibits strong, positive rapport	☐ Models and enhances the
Exhibits lack of rapport with	☐ Exhibits positive rapport with	with stakeholders.	collaborative process with all groups;
stakeholders.	stakeholders.		creates and develops cooperative

collaborative process with all groups; creates and develops cooperative working relationships; active, effective listener; builds confidence in others.

☐ Tactful, diplomatic in all circumstances; enhances positive rapport with all stakeholders.

DI INICTI IAI ITY/DDOCEDI IDES. Reports to	work on time; uses leave time appropriate	ely: provides sufficient notice if absent: follo	ws District procedures
Does Not Meet Expectations	Basic	Effective	Highly Effective
	Exhibits good attendance.	☐ Exhibits consistent attendance.	☐ Maintains exceptional
☐ Exhibits inconsistent		☐ Provides advance notice of	attendance.
attendance.	☐Provides appropriate notice of, and		attendance.  □ Proactively plans for all
☐ Fails to provide notice of, or	satisfactory reason for, absence;	absence; consistently secures	
satisfactory reason for, absence; fails	secures coverage for position as	coverage for position as needed;	contingencies in case of absence.
to secure coverage for position.	required.	prepares plans in case of absence.	☐ Always arrives and is ready to
☐ Not punctual; fails to arrive and	☐ Punctual; arrives and is ready to	☐Consistently punctual; routinely	work on time. Proactive about
be ready to work on time.	work on time.	arrives and is ready to work on time.	flexing schedule to meet varying
☐ Inconsistently adheres to District	☐ Adheres to District procedures and	Flexes schedule to meet needs as	needs.
procedures and expectations.	expectations.	requested.	☐ Exclusively adheres to District
		☐Consistently follows District	procedures and expectations.
		procedures and expectations.	
Comments:			
		6 - With	file Division for Australian
		Insafe conditions; considers safety of others	, completes District sajety trainings.
Does Not Meet Expectations	Basic	Effective	Highly Effective
☐ Performs work in a manner that	☐ Adheres to safety rules and	☐ Consistently adheres to safety rules	☐ Exclusively adheres to safety rules
endangers health and safety of others.	practices.	and practices.	and practices.
☐ Fails to adhere to safety rules and	□ Uses appropriate protective	☐ Uses appropriate protective	☐ Uses appropriate protective
practices.	equipment; maintains safe work area.	equipment; maintains safe work area.	equipment; maintains safe work area
☐ Does not use appropriate protective	☐ Recognizes unsafe conditions.	☐ Recognizes potential unsafe	☐ Anticipates potential risks or
equipment.		conditions and seeks solutions.	hazards and takes an active role in
□ Does not recognize unsafe			identifying possible solutions and
conditions.			correcting unsafe conditions.
Comments:			
	Role model for students; maintains positi	ve attitude, strong work etine, wedis appre	prace accide you posicion, maintaino
	off duty; maintains confidentiality; profess	sional.	
Does Not Meet Expectations	Basic	sional. Effective	Highly Effective
Does Not Meet Expectations  Poor role model.	Basic  ☐ Appropriate role model.	ional.  Effective  □ Consistently a positive role model.	Highly Effective  Exemplary role model and
Does Not Meet Expectations  Poor role model.  Does not display a positive attitude.	Basic  Appropriate role model.  Exhibits a positive attitude.	ional.  Effective  Consistently a positive role model.  Routinely demonstrates a positive	Highly Effective  Exemplary role model and leader among peers.
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Does Not Meet Expectations  Poor role model. Does not display a positive attitude. Does not demonstrate appropriate work ethic. Shares information inappropriately. Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPROISE TRANSPORTED TO STRUCTURE FEED TO SHOT MEET EXPECTATIONS (Self-red) Does Not Meet Expectations Exhibits little evidence toward improving job knowledge and skills. Not receptive to constructive feedback and suggestions for improvement.	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.  Displays professionalism.  Displays professionalism.	Effective  Consistently a positive role model. Routinely demonstrates a positive attitude. Demonstrates consistent, positive work ethic. Maintains confidentiality standards and recognizes potential sensitive situations. Displays high level of professionalism.	Highly Effective  Exemplary role model and leader among peers.  Always demonstrates a positive attitude.  Demonstrates exceptional work ethic.  Keenly adept at recognizing and safeguarding confidential and sensitive information and situations.  Distinguished professional in every situation.
Does Not Meet Expectations  Poor role model. Does not display a positive attitude. Does not demonstrate appropriate work ethic. Shares information inappropriately. Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPROPRIATE INTERPOLATION (September 1997) Does Not Meet Expectations Exhibits little evidence toward improving job knowledge and skills. Not receptive to constructive feedback and suggestions for improvement.  Not self-reflective.	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.  Displays professionalism.	Effective  Consistently a positive role model. Routinely demonstrates a positive attitude. Demonstrates consistent, positive work ethic. Maintains confidentiality standards and recognizes potential sensitive situations. Displays high level of professionalism.  Effective Consistently strives for improvement; seeks additional learning opportunities. Participates in professional development activities. Listens to constructive feedback and	Highly Effective  Exemplary role model and leader among peers.  Always demonstrates a positive attitude.  Demonstrates exceptional work ethic.  Keenly adept at recognizing and safeguarding confidential and sensitive information and situations.  Distinguished professional in every situation.
Does Not Meet Expectations  □ Poor role model. □ Does not display a positive attitude. □ Does not demonstrate appropriate work ethic. □ Shares information inappropriately. □ Words and actions may be unprofessional.  Comments: □ PROFESSIONAL DEVELOPMENT & IMPROFESSIONAL DEVELO	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.  Displays professionalism.  Displays professionalism.	Effective  Consistently a positive role model.  Routinely demonstrates a positive attitude.  Demonstrates consistent, positive work ethic.  Maintains confidentiality standards and recognizes potential sensitive situations.  Displays high level of professionalism.  Effective  Consistently strives for improvement; seeks additional learning opportunities.  Participates in professional development activities.  Listens to constructive feedback and suggestions for improvement;	Highly Effective  Exemplary role model and leader among peers.  Always demonstrates a positive attitude.  Demonstrates exceptional work ethic.  Keenly adept at recognizing and safeguarding confidential and sensitive information and situations.  Distinguished professional in every situation.
Does Not Meet Expectations  Poor role model.  Does not display a positive attitude.  Does not demonstrate appropriate work ethic.  Shares information inappropriately.  Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPROBLEM INTERPOLATION OF THE PROFESSIONAL DEVELOPMENT & IMPROFESSIONAL DEVELOPMENT &	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.  Displays professionalism.  Displays professionalism.	Effective  Consistently a positive role model. Routinely demonstrates a positive attitude. Demonstrates consistent, positive work ethic. Maintains confidentiality standards and recognizes potential sensitive situations. Displays high level of professionalism.  Effective Consistently strives for improvement; seeks additional learning opportunities. Participates in professional development activities. Listens to constructive feedback and	Highly Effective  Exemplary role model and leader among peers.  Always demonstrates a positive attitude.  Demonstrates exceptional work ethic.  Keenly adept at recognizing and safeguarding confidential and sensitive information and situations.  Distinguished professional in every situation.
Does Not Meet Expectations  Poor role model.  Does not display a positive attitude.  Does not demonstrate appropriate work ethic.  Shares information inappropriately.  Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPROBLEM INTERPOLATION OF THE PROFESSIONAL DEVELOPMENT & IMPROFESSIONAL DEVELOPMENT &	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.  Displays professionalism.  Displays professionalism.	Effective  Consistently a positive role model.  Routinely demonstrates a positive attitude.  Demonstrates consistent, positive work ethic.  Maintains confidentiality standards and recognizes potential sensitive situations.  Displays high level of professionalism.  Effective  Consistently strives for improvement; seeks additional learning opportunities.  Participates in professional development activities.  Listens to constructive feedback and suggestions for improvement;	Highly Effective  Exemplary role model and leader among peers.  Always demonstrates a positive attitude.  Demonstrates exceptional work ethic.  Keenly adept at recognizing and safeguarding confidential and sensitive information and situations.  Distinguished professional in every situation.
Does Not Meet Expectations    Poor role model.   Does not display a positive attitude.   Does not demonstrate appropriate work ethic.   Shares information inappropriately.   Words and actions may be unprofessional.    Words and Expectations may be unprofessional.   Expectations may be unprofessional.   Expectations may be unprofessional.   Does Not Meet Expectations may be unprofessional.   Expectations may be unprofessional.   Does Not Meet Expectations may be unprofessional.   Does Not Meet Expectations may be unprofessional.   Does Not Meet Expectations may be unproving job knowledge and skills.   Not receptive to constructive feedback and suggestions for improvement.   Not self-reflective.	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.  Displays professionalism.  Displays professionalism.	Effective  Consistently a positive role model.  Routinely demonstrates a positive attitude.  Demonstrates consistent, positive work ethic.  Maintains confidentiality standards and recognizes potential sensitive situations.  Displays high level of professionalism.  Effective  Consistently strives for improvement; seeks additional learning opportunities.  Participates in professional development activities.  Listens to constructive feedback and suggestions for improvement; implements changes.	Highly Effective  Exemplary role model and leader among peers.  Always demonstrates a positive attitude.  Demonstrates exceptional work ethic.  Keenly adept at recognizing and safeguarding confidential and sensitive information and situations.  Distinguished professional in every situation.
Does Not Meet Expectations  Poor role model.  Does not display a positive attitude.  Does not demonstrate appropriate work ethic.  Shares information inappropriately.  Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPROINTSTRUCTIONS/CONSTRUCTIVE feedback; self-red improving job knowledge and skills.  Not receptive to constructive feedback and suggestions for improvement.  Not self-reflective.	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.  Displays professionalism.	Effective  Consistently a positive role model.  Routinely demonstrates a positive attitude.  Demonstrates consistent, positive work ethic.  Maintains confidentiality standards and recognizes potential sensitive situations.  Displays high level of professionalism.  Effective  Consistently strives for improvement; seeks additional learning opportunities.  Participates in professional development activities.  Listens to constructive feedback and suggestions for improvement; implements changes.  Routinely self-	Highly Effective  Exemplary role model and leader among peers.  Always demonstrates a positive attitude.  Demonstrates exceptional work ethic.  Keenly adept at recognizing and safeguarding confidential and sensitive information and situations.  Distinguished professional in every situation.  Highly Effective  Exceptionally improvement-oriented.  Actively participates in and leads professional development activities.  Thoroughly evaluates and integrates own or suggested improvements.  Continually self-reflective and self- aware of needs for improvement.  Models positive changes for
Does Not Meet Expectations  Poor role model.  Does not display a positive attitude.  Does not demonstrate appropriate work ethic.  Shares information inappropriately.  Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPROBLEM INTERPOLATION OF THE PROFESSIONAL DEVELOPMENT & IMPROFESSIONAL DEVELOPMENT &	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.  Displays professionalism.	Effective  Consistently a positive role model. Routinely demonstrates a positive attitude. Demonstrates consistent, positive work ethic. Maintains confidentiality standards and recognizes potential sensitive situations. Displays high level of professionalism.  Effective Consistently strives for improvement; seeks additional learning opportunities. Participates in professional development activities. Listens to constructive feedback and suggestions for improvement; implements changes. Routinely self-reflective.	Highly Effective  Exemplary role model and leader among peers.  Always demonstrates a positive attitude.  Demonstrates exceptional work ethic.  Keenly adept at recognizing and safeguarding confidential and sensitive information and situations.  Distinguished professional in every situation.

BEGINNING OF YEAR DEVELOPMENT	
1. What do you see as your strongest area of performance? Why (Employee):	
2. What performance area would you like to improve? Why (Employee):	
3. Professional Development Goal (Employee):	
	5
END OF YEAR SUMMARY	
What specific feedback have you received from your supervisor? How did this feedback af	ect your job performance? (Employee):

**Employee Comments:** 



Comments:

# Siuslaw School District Classified Summative Evaluation

Administrator:  Probationary 60 Day mployment Status:  Probatio	Position:  Date:		Location:  Summative Evaluation	
Probationary 60 Day			] Summative Evaluation	
1	Probationary 100 Day		☐ Summative Evaluation	
1				
imployment status.   Propati	·			
	onary $\square$ Temporary $\square$ F	Regular		
JOB KNOWLEDGE/PRODUCTIVITY: Und methods and tools for the job; pays atter	derstands job concepts and requirements; po	ossesses necessary skills and knowledge for	the job; uses and implements necessary	
Does Not Meet Expectations	Basic	Effective	Highly Effective	
☐ Does not have an understanding of	☐Typically understands principles,	☐Understands the principles,	☐Thoroughly understands the	
the principles, concepts, and requirements of the job.  Does not use current methods, information, and technology to complete work.  Quantity and quality of work is inadequate.	concepts, and requirements of the job.  Implements use of current methods, information, and technology to complete work.  Seeks to improve job knowledge and skills to improve work quality.	concepts, and requirements of the job.  Consistently and skillfully uses current methods, information, and technology to complete work; shares expertise with others.  Identifies and implements	principles, concepts, and requirements of the job.  □Exhibits exceptional skill at using current methods, information, and technology to complete work; trains/supports the acquisition of these skills to	
	☐ Quantity and quality of work is adequate.	new procedures to improve work quality.  Routinely gets the job done and produces high quality work.	others.  Is proactive about acquiring, implementing, and sharing new policies, methods, and skills to increase efficiency and effectiveness, adding value to every project.  Produces a large volume of work of the highest quality.	
Comments:				
INITIATIVE: Self-starter; proactive; inves  Does Not Meet Expectations	ted in job; takes on new challenges; sets god   Basic	als.	Highly Effective	
☐ Exhibits little interest in job.	☐Shows interest in job.	□Consistently shows high level of	☐ Exhibits exceptionally high job	
□ Is not a self-starter. □ Completes only minimal job requirements.	☐ Is a self-starter in some areas. ☐ Looks for ways to be proactive. ☐ Willing to take on new challenges and set measurable, attainable goals.	interest in job.  □ Routinely a self-starter. □ Consistently proactive. □ Takes on new challenges and sets measurable, attainable goals; takes action to complete them.	interest level.  □ Is a self-starter and exceptionally independent in acquiring new methods and sharing ideas.  □ Entirely proactive.  □ Leads others in setting measurable, attainable goals and in taking action to complete them.  □ Continually seeks creative and innovate ways to broaden job function and enhance productivity.	
Comments:			·	
JUDGMENT: Makes sound decisions; an Does Not Meet Expectations	alyzes and solves problems; organizes/prior Basic	Effective	Highly Effective	
Does not make sound decisions:	☐ Makes sound decisions and is able	☐Consistently demonstrates sound	☐ Clear, strategic thinker who	
□Does not make sound decisions; fails to make necessary decisions. □Fails to organize/prioritize and/or use available resources, resulting in loss of productivity. □Does not identify impact of decisions on self or others. □Jumps to conclusions; conclusions not based on fact.	to problem-solve.  Organizes/prioritizes and uses available resources to contribute to productivity.  Identifies impact of decisions on self and others.  Can make timely decisions based on facts.	decision-making, analytical, and problem-solving skills.  Routinely organizes/prioritizes and uses available resources to contribute to productivity.  Routinely able to identify impact of decisions on self and others and can recognize and contribute to alternate solutions.	exclusively makes sound decisions.  Exhibits exceptional ability to analyze, organize/prioritize, and use available resources to enhance productivity and contribute to common goal(s) of the organization.  Keen ability to identify impact of various decisions and choose the best solution for the most positive	

RELIABILITY/DEPENDABILITY: Completes assigned duties; works independently; meets deadlines; keeps commitments. Does Not Meet Expectations Effective Highly Effective Basic ☐Rarely able to work ☐ Works independently; work may □ Consistently works independently; ☐ Exceptionally independent; require intermittent supervision. work requires minimal supervision. attends to every detail without independently; work requires close ☐ Routinely completes work on time supervision. □Completes work on time and supervision. follows through with commitments. and follows through with ☐Goes above and beyond in ☐ Cannot be depended on to ☐ Accepts responsibility for outcomes complete work on time; does not keep commitments; identifies and delivering on job responsibilities; able and corrects identified mistakes as communicates situations where to independently identify and adjust commitments. directed. ☐ Does not accept responsibility for commitments need to be adjusted. work to meet all commitments. ☐ Accepts responsibility for outcomes outcomes; makes excuses for ☐ Models responsibility for peers; mistakes. and independently takes action to helps others acquire higher level of correct mistakes. responsibility. Comments: FLEXIBILITY/ADAPTABILITY: Adapts to new or changing conditions; makes adjustments and changes to work assignments in unforeseen circumstances; maintains positive attitude. Does Not Meet Expectations Effective Highly Effective ☐ Routinely accepts and ☐ Extremely flexible. ☐ Has difficulty accepting and ☐Accepts and adjusts to new or changing conditions. adjusts quickly to new or ☐ Quickly and effectively adjusts to making adjustments to new or new or changing conditions, keeping changing conditions. ☐ Demonstrates a positive attitude changing conditions. a positive outcome as the goal; □ Does not demonstrate positive and performs well in stressful □ Consistently maintains a positive anticipates needs and supports attitude and performs inconsistently situations. attitude and performs well in stressful in stressful situations. ☐ Willing to make adjustments in others in transition. situations. work assignments as requested. ☐ Continually maintains a positive □ Contributes positively by collaborating in making adjustments attitude, thinks clearly, and performs and changes in work assignments. at a high level in stressful situations. ☐ Demonstrates leadership amongst peers by supporting co-workers in prioritizing and making adjustments and changes in assignments for positive results. Comments: COMMUNICATION/INTERPERSONAL & RELATIONS/TEAMWORK: Maintains positive rapport with all stakeholders; tactful, respectful, and courteous; expresses ideas well orally and in writing; collaborative/cooperates with others; exhibits conflict resolution skills; communicates with supervisor. Does Not Meet Expectations Effective Highly Effective Basic ☐ Exclusively uses communication □Uses inappropriate □ Uses appropriate communication. □Consistently uses appropriate communication that seriously ☐ Expresses ideas in a clear communication. that enhances job function. affects job function. and understandable manner. ☐Routinely expresses ideas in a clear ☐ Exhibits exceptional ability to ☐ Recognizes the need, and attempts, and understandable manner. express ideas in a clear and □ Does not express ideas in a clear to adapt message for various understandable manner. and understandable manner. ☐Routinely adapts message for a ☐More concerned with audiences (students, staff, community, variety of audiences (students, staff, ☐ Keen ability to adapt message for various audiences (students, staff, etc.)

#### communicating own needs than community, etc.) ☐Listens well; accepts community, etc.); checks for audience meeting the needs of others. ☐ Routinely collaborates well with feedback: works effectively ☐ Displays unwillingness to listen to others; approachable; listens well. understanding. with others. ☐ Exhibits strong, positive rapport ☐ Models and enhances the and/or work effectively with others. ☐ Exhibits positive rapport with with stakeholders. collaborative process with all groups; ☐ Exhibits lack of rapport with stakeholders. stakeholders. creates and develops cooperative working relationships; active, effective listener; builds confidence in others. ☐ Tactful, diplomatic in all circumstances; enhances positive rapport with all stakeholders.

PUNCTUALITY/PROCEDURES: Reports to work on time; uses leave time appropriately; provides sufficient notice if absent; follows District procedures.				
Does Not Meet Expectations	Basic	Effective	Highly Effective	
Exhibits inconsistent	☐ Exhibits good attendance.	☐ Exhibits consistent attendance.	☐ Maintains exceptional	
attendance.	☐ Provides appropriate notice of, and	Provides advance notice of	attendance.	
☐ Fails to provide notice of, or	satisfactory reason for, absence;	absence; consistently secures	☐ Proactively plans for all	
satisfactory reason for, absence; fails	secures coverage for position as	coverage for position as needed;	contingencies in case of absence.	
to secure coverage for position.	required.	prepares plans in case of absence.	☐ Always arrives and is ready to	
□ Not punctual; fails to arrive and	☐ Punctual; arrives and is ready to	☐ Consistently punctual; routinely	work on time. Proactive about	
be ready to work on time.	work on time.	arrives and is ready to work on time.	flexing schedule to meet varying	
☐ Inconsistently adheres to District	☐ Adheres to District procedures and	Flexes schedule to meet needs as	needs.	
procedures and expectations.	expectations.	requested.	☐ Exclusively adheres to District	
		☐ Consistently follows District	procedures and expectations.	
Comments:		procedures and expectations.		
comments.				
SAFETY: Complies with safety rules; main	tains safe working area: reports/corrects i	insafe conditions: considers safety of other	s: completes District safety trainings	
Does Not Meet Expectations	Basic	Effective	Highly Effective	
Performs work in a manner that	☐ Adheres to safety rules and			
		☐Consistently adheres to safety rules	☐ Exclusively adheres to safety rules	
endangers health and safety of others.	practices.	and practices.	and practices.	
☐ Fails to adhere to safety rules and	☐ Uses appropriate protective	☐ Uses appropriate protective	☐ Uses appropriate protective	
practices.	equipment; maintains safe work area.	equipment; maintains safe work area.	equipment; maintains safe work area.	
☐ Does not use appropriate protective	Recognizes unsafe conditions.	☐ Recognizes potential unsafe	☐ Anticipates potential risks or	
equipment.		conditions and seeks solutions.	hazards and takes an active role in	
☐ Does not recognize unsafe			identifying possible solutions and	
conditions.			correcting unsafe conditions.	
Comments:				
PERSONAL & PROFESSIONAL QUALITIES:	Role model for students; maintains positi	ve attitude: strona work ethic: wears appro	opriate attire for position: maintains	
confidence of the community both on and			, , , , , , , , , , , , , , , , , , , ,	
Does Not Meet Expectations			Highly Effective	
Does Not Meet Expectations	Basic	Effective	Highly Effective	
☐ Poor role model.	Basic  ☐ Appropriate role model.	Effective  ☐Consistently a positive role model.	☐Exemplary role model and	
☐ Poor role model. ☐ Does not display a positive attitude.	Basic  Appropriate role model.  Exhibits a positive attitude.	☐ Effective☐ Consistently a positive role model.☐ Routinely demonstrates a positive	□Exemplary role model and leader among peers.	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate	☐ Consistently a positive role model.☐ Routinely demonstrates a positive attitude.	□Exemplary role model and leader among peers. □Always demonstrates a	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic.	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive	□Exemplary role model and leader among peers. □Always demonstrates a positive attitude.	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic. ☐ Shares information inappropriately.	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic.	□Exemplary role model and leader among peers. □Always demonstrates a positive attitude. □Demonstrates exceptional	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic. ☐ Shares information inappropriately. ☐ Words and actions may be	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic. □ Maintains confidentiality standards	□Exemplary role model and leader among peers. □Always demonstrates a positive attitude.	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic. ☐ Shares information inappropriately.	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic.	□Exemplary role model and leader among peers. □Always demonstrates a positive attitude. □Demonstrates exceptional	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic. ☐ Shares information inappropriately. ☐ Words and actions may be	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic. □ Maintains confidentiality standards	□Exemplary role model and leader among peers. □Always demonstrates a positive attitude. □Demonstrates exceptional work ethic. □Keenly adept at recognizing	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic. ☐ Shares information inappropriately. ☐ Words and actions may be	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic. □ Maintains confidentiality standards and recognizes potential sensitive	□Exemplary role model and leader among peers. □Always demonstrates a positive attitude. □Demonstrates exceptional work ethic. □Keenly adept at recognizing and safeguarding confidential	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic. ☐ Shares information inappropriately. ☐ Words and actions may be	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic. □ Maintains confidentiality standards and recognizes potential sensitive situations.	□ Exemplary role model and leader among peers. □ Always demonstrates a positive attitude. □ Demonstrates exceptional work ethic. □ Keenly adept at recognizing and safeguarding confidential and sensitive information and	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic. ☐ Shares information inappropriately. ☐ Words and actions may be	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic. □ Maintains confidentiality standards and recognizes potential sensitive situations. □ Displays high level of	□Exemplary role model and leader among peers. □ Always demonstrates a positive attitude. □ Demonstrates exceptional work ethic. □ Keenly adept at recognizing and safeguarding confidential and sensitive information and situations.	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic. ☐ Shares information inappropriately. ☐ Words and actions may be	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic. □ Maintains confidentiality standards and recognizes potential sensitive situations. □ Displays high level of	□Exemplary role model and leader among peers. □Always demonstrates a positive attitude. □Demonstrates exceptional work ethic. □Keenly adept at recognizing and safeguarding confidential and sensitive information and situations. □Distinguished professional in every	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic. ☐ Shares information inappropriately. ☐ Words and actions may be unprofessional.	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic. □ Maintains confidentiality standards and recognizes potential sensitive situations. □ Displays high level of	□Exemplary role model and leader among peers. □ Always demonstrates a positive attitude. □ Demonstrates exceptional work ethic. □ Keenly adept at recognizing and safeguarding confidential and sensitive information and situations.	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic. ☐ Shares information inappropriately. ☐ Words and actions may be	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic. □ Maintains confidentiality standards and recognizes potential sensitive situations. □ Displays high level of	□Exemplary role model and leader among peers. □Always demonstrates a positive attitude. □Demonstrates exceptional work ethic. □Keenly adept at recognizing and safeguarding confidential and sensitive information and situations. □Distinguished professional in every	
☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate work ethic. ☐ Shares information inappropriately. ☐ Words and actions may be unprofessional.	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic. □ Maintains confidentiality standards and recognizes potential sensitive situations. □ Displays high level of	□Exemplary role model and leader among peers. □Always demonstrates a positive attitude. □Demonstrates exceptional work ethic. □Keenly adept at recognizing and safeguarding confidential and sensitive information and situations. □Distinguished professional in every	
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□ Poor role model. □ Does not display a positive attitude. □ Does not demonstrate appropriate work ethic. □ Shares information inappropriately. □ Words and actions may be unprofessional.	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.  Displays professionalism.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic. □ Maintains confidentiality standards and recognizes potential sensitive situations. □ Displays high level of professionalism.	□Exemplary role model and leader among peers. □ Always demonstrates a positive attitude. □ Demonstrates exceptional work ethic. □ Keenly adept at recognizing and safeguarding confidential and sensitive information and situations. □ Distinguished professional in every situation.	
□ Poor role model. □ Does not display a positive attitude. □ Does not demonstrate appropriate work ethic. □ Shares information inappropriately. □ Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPRO	Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Maintains confidentiality standards.  Displays professionalism.	Effective  □ Consistently a positive role model. □ Routinely demonstrates a positive attitude. □ Demonstrates consistent, positive work ethic. □ Maintains confidentiality standards and recognizes potential sensitive situations. □ Displays high level of professionalism.	□Exemplary role model and leader among peers. □ Always demonstrates a positive attitude. □ Demonstrates exceptional work ethic. □ Keenly adept at recognizing and safeguarding confidential and sensitive information and situations. □ Distinguished professional in every situation.	
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END OF YEAR SUMMA	ARY: Employee Job Performano	ce Summary Administrator		
Employment Status:	☐ Continue Employment	☐ Salary Advancement	☐ Plan of Assistance	
Status:				
	☐ Progressive Discipline	☐ Terminate Employment		
Employee Comments	••			
Employee Comments				
Classical Theory		that he areho road the aval	estion, it does not necessarily sign	ify agreement with
the evaluation. The	npioyee's signature indicates e employee may attach a writ	that he or she read the evaluation is the evaluation of the evaluation of the evaluation is the evaluation of the evalua	ation; it does not necessarily sign	iny agreement with
the Cvaluation. The	o employee may attach a will	cton response to the evaluation	J., He of the energes	
Employee:			Date:	
Principal or				
Supervisor:			Date:	