

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

| ~               |                                       |
|-----------------|---------------------------------------|
| PAMER A. NEIDER | Andrew S. Grzeskowiak, Superintendent |
| Name            | Name                                  |
|                 | MY A DIL                              |

Dedicated to Success for All Students

#### Siuslaw School District Evaluation Process/Timeline

**Probationary & Temporary Classified Staff** 

|   | y Cimbrilla Stati                                 |               |
|---|---|---------------|
| 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:  |   |   |   |  |  |  |

| And the second transfer of the second transfe | 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;<br>helps others acquire higher level of      |
| mistakes.  |  | correct mistakes.   | responsibility.   |
| Comments:  |  |   |   |
|  |  |   |   |
| FLEXIBILITY/ADAPTABILITY: Adapts to ne   | ew or changing conditions: makes adjustm   | ents and changes to work assignments in u                             | unforeseen circumstances: maintains   |
| positive attitude.   | 3 3 Catalinates  |   | up  |
| 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  |
|  |  |   | positive results.   |
| Comments:  |  |   |   |
|  |  |   |   |
|  |  |   |   |
|  |  |   |   |
|  |  |   |   |
| COMMUNICATION/INTERPERSONAL & R  | ELATIONS/TEAMWORK: Maintains posit   | ive rapport with all stakeholders; tactful,                           | respectful, and courteous; expresses  |
| ideas well orally and in writing; collabora  | - W 1999 W 1999 - | San I I was a second  | 7/1/8   |
| 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   | communication.  | that enhances job function.   |
| affects job function.  | and understandable manner.   | ☐Routinely expresses ideas in a clear                                 | ☐ Exhibits exceptional ability to   |
| ☐ Does not express ideas in a clear  | ☐ Recognizes the need, and attempts,   | and understandable manner.  | express ideas in a clear and  |
| and understandable manner.   | to adapt message for various   | Routinely adapts message for a  | understandable manner.  |
| ☐ More concerned with  | audiences (students, staff, community,   | variety of audiences (students, staff,                                | ☐ Keen ability to adapt message for   |
| communicating own needs than   | etc.)<br>□Listens well; accepts  | community, etc.)  | various audiences (students, staff,   |
| meeting the needs of others.   | feedback; works effectively  | ☐Routinely collaborates well with                                     | community, etc.); checks for audience   |
| □ Displays unwillingness to listen to  | with others.   | others; approachable; listens well.                                   | understanding.  |
| and/or work effectively with others.  □ Exhibits lack of rapport with  | □ Exhibits positive rapport with   | ☐ Exhibits strong, positive rapport with stakeholders.                | ☐ Models and enhances the collaborative process with all groups;                |
| stakeholders.  | stakeholders.  | With Stakeholders.  | creates and develops cooperative  |
| June 10 luci 3.  |  | I   | Liceates 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 IN ITY/DDOCEDI IDES. Paports 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   |  |   |
| ☐ 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.  |
|  |   | procedures and expectations.   |   |
| comments:  |   |  |   |
|  | tains safe washing group connects (corrects)  | uncafa conditions, considers safety of other   | : completes District safety trainings   |
|  |   | insafe conditions; considers safety of others  | Highly Effective  |
| Does Not Meet Expectations   | Basic   | 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:  |   |  |   |
|  | But the first of the second state of the second   |  |   |
| confidence of the community both on and  | off duty; maintains confidentiality; profess  |  |   |
| onfidence of the community both on and<br>Does Not Meet Expectations   | off duty; maintains confidentiality; profess Basic  | sional.  Effective   | Highly Effective  |
| confidence of the community both on and Does Not Meet Expectations  Door role model.   | off duty; maintains confidentiality; profess  Basic  □ Appropriate role model.  | ional.  Effective  □ Consistently a positive role model.   | Highly Effective  Exemplary role model and  |
| onfidence of the community both on and Does Not Meet Expectations  Does not model.  Does not display a positive attitude.  | off duty; maintains confidentiality; profess  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 Does Not Meet Expectations Does Not Meet Expectations Does not demodel. Does not display a positive attitude. Does not demonstrate appropriate work ethic. Shares information inappropriately. Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPROPRIEM CONSTRUCTIONS (CONSTRUCTIONS)   | 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.  | 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.   |
| onfidence of the community both on and Does Not Meet Expectations  Does Not Meet Expectations  Does not demodel.  Does not display a positive attitude.  Does not demonstrate appropriate work ethic.  Shares information inappropriately.  Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPROSTRUCTIONS/constructive feedback; self-red Does Not Meet Expectations  Exhibits little evidence toward  | Off duty; maintains confidentiality; profess   Basic  | 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  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 CONTRACTIONS (Constructive feedback; self-reductions) (Constructive feedback; self-reductions) (Constructive feedback) (Constr | Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Displays professionalism.  DVEMENT: Improvement and growth oriestlective.  Basic  Typically works to improve job knowledge and skills.                                       | 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  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 CONTRACTIONS (CONSTRUCTIVE feedback; self-reconstructions (Constructive feedback; self-reconstructions) (Constructions) (Construct | Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  Displays professionalism.  DVEMENT: Improvement and growth orientificative.  Basic  Typically works to improve job knowledge and skills.  Receptive to constructive feedback | 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  Does Not Meet Expectations  Does Not Meet Expectations  Does not demonstrate appropriate work ethic.  Shares information inappropriately.  Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPROPOSITION OF THE PROFESSION OF THE PROFESSI | Basic  Appropriate role model.  Exhibits a positive attitude.  Typically demonstrates appropriate work ethic.  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.   |
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| Does Not Meet Expectations  Does Not Meet Expectations  Does not display a positive attitude.  Does not demonstrate appropriate work ethic.  Shares information inappropriately.  Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPROSECTION OF STREET OF ST | Basic  DVEMENT: Improvement and growth oriestlective.  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;  | 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  Does Not Meet Expectations  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 & IMPROVED OF THE P | Basic  DVEMENT: Improvement and growth oriestlective.  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.  | 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  Does Not Meet Expectations  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 INTERPRETATION OF THE PROFESSIONAL DEVELOPMENT & IMPROFESSIONAL DEVELOPMENT & IMPROBLEM INTERPRETATION OF THE PROFESSIONAL DEVELOPMENT & IMPROFESSIONAL DEVELOPMENT & IMP | Basic  DVEMENT: Improvement and growth oriestlective.  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   |
| Does Not Meet Expectations  Does Not Meet Expectations  Does not display a positive attitude.  Does not demonstrate appropriate work ethic.  Shares information inappropriately.  Words and actions may be unprofessional.  Comments:  PROFESSIONAL DEVELOPMENT & IMPROISTRUCTIONS/constructive feedback; self-red improving job knowledge and skills.  Not receptive to constructive feedback and suggestions for improvement.  Not self-reflective.  | Basic  DVEMENT: Improvement and growth oriestlective.  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.   |
| Does Not Meet Expectations  Does Not Meet Expectations  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 & IMPROVED OF THE P | Basic  DVEMENT: Improvement and growth oriestlective.  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. Welcomes change as necessary for | 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 |
| onfidence of the community both on and 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.  Tomments:  ROFESSIONAL DEVELOPMENT & IMPROSTRUCTIONS/constructive feedback; self-results be supposed by the self-results between the self-results betwe | Basic  DVEMENT: Improvement and growth oriestlective.  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

| Staff Member:  | Position:   |   | Location:   |  |
|--|---|---|---|--|
| Administrator:   | Date:   |   | ] Summative Evaluation  |  |
| Probationary 60 Day  | ☐ Probationary 100 Day  |   |   |  |
|  | · ·   | Name da se  |   |  |
| imployment Status:   | onary 🗌 Temporary 🔲 R   | Regular   |   |  |
| JOB KNOWLEDGE/PRODUCTIVITY: Undi-<br>methods and tools for the job; pays atten   | erstands 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.  Quantity and quality of work is adequate. | 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 new procedures to improve work quality.  Routinely gets the job done and produces high quality work. | 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 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.  |  |
|  | ed in job; takes on new challenges; sets god  |   |   |  |
| Does Not Meet Expectations   | Basic   | Effective   | Highly Effective  |  |
| ☐ Exhibits little interest in job. ☐ Is not a self-starter. ☐ Completes only minimal job requirements.   | ☐ Shows interest in job. ☐ Is a self-starter in some areas. ☐ Looks for ways to be proactive. ☐ Willing to take on new challenges and set measurable, attainable goals.   | □ Consistently shows high level of interest in job.     □ Routinely a self-starter.     □ Consistently proactive.     □ Takes on new challenges and sets measurable, attainable goals; takes action to complete them.   | □ Exhibits exceptionally high job 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; and  | alyzes and solves problems; organizes/prior   | itizes.   | attainable goals and in taking action to complete them.  Continually seeks creative and innovate ways to broaden job  |  |
|  | alyzes and solves problems; organizes/prior<br>Basic  | itizes.   | attainable goals and in taking action to complete them.  Continually seeks creative and innovate ways to broaden job  |  |
| JUDGMENT: Makes sound decisions; and   |   |   | attainable goals and in taking action to complete them.  ☐ Continually seeks creative and innovate ways to broaden job function and enhance productivity.   |  |

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.  | L  |  |
| comments.   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
| SAFETY: Complies with safety rules; main  | tains safe working area; reports/corrects u   | 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   |   | Contains and seems solutions  | identifying possible solutions and   |  |
| conditions.   |   |   | correcting unsafe conditions.  |  |
| Comments:   | Li  |   | <u>-</u>   |  |
| comments.   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
| PERSONAL & PROFESSIONAL QUALITIES:  | Role model for students: maintains nositi   | ve attitude: strong work ethic: wears appr  | onrigte attire for position; maintains   |  |
|   |   |   | priate attire for position, maintains  |  |
| confidence of the community both on and Does Not Meet Expectations  | Basic   |   |  |  |
| Does Not Meet Expectations  |   |   |  |  |
|   |   | Effective   | Highly Effective   |  |
| ☐ Poor role model.  | ☐ Appropriate role model.   | ☐Consistently a positive role model.  | ☐Exemplary role model and  |  |
| ☐ Poor role model. ☐ Does not display a positive attitude.  | ☐ Appropriate role model. ☐ Exhibits a positive attitude.   | ☐ Consistently a positive role model.<br>☐ Routinely demonstrates a positive  | □Exemplary role model and leader among peers.  |  |
| ☐ Poor role model. ☐ Does not display a positive attitude. ☐ Does not demonstrate appropriate   | □ Appropriate role model. □ Exhibits a positive attitude. □ Typically demonstrates appropriate  | ☐Consistently a positive role model.<br>☐Routinely demonstrates a positive<br>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.   | ☐ Appropriate role model. ☐ Exhibits a positive attitude. ☐ Typically demonstrates appropriate work ethic.  | ☐ Consistently a positive role model.<br>☐ Routinely demonstrates a positive<br>attitude.<br>☐ 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.   | □ Appropriate role model. □ Exhibits a positive attitude. □ Typically demonstrates appropriate work ethic. □ Maintains confidentiality standards.   | ☐ Consistently a positive role model.<br>☐ Routinely demonstrates a positive<br>attitude.<br>☐ Demonstrates consistent, positive<br>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  | ☐ Appropriate role model. ☐ Exhibits a positive attitude. ☐ Typically demonstrates appropriate work ethic.  | ☐ 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.  |  |
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| END OF YEAR SUMMA     | ARY: Employee Job Performano                                  | ce Summary Administrator   |                                      |                    |
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| Employment<br>Status: | ☐ Continue Employment   | ☐ Salary Advancement   | ☐ Plan of Assistance                 |                    |
| Status:               |   |  |                                      |                    |
|                       | ☐ Progressive Discipline                                      | ☐ Terminate Employment   |                                      |                    |
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| Employee Comments     | ••  |  |                                      |                    |
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| the evaluation. The   | npioyee's signature indicates<br>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:                                |                    |