

HILLSBORO R-3 SCHOOL DISTRICT EVALUATION OF SUPPORT STAFF

Employee's Name: _____

Employee's Job Assignment: _____

Building or Department: _____

Supervisor: _____

Evaluator: _____ School Year: _____

This is the: ☐ New Hire 30 Day Evaluation Date: _____

☐ New Hire 60 Day Evaluation Date: _____

☐ New Hire Formal 90 Day Evaluation Date: _____

☐ Initial Evaluation/Goal Setting Meeting Date: _____

☐ Final Yearly Summative Evaluation Date: _____

☐ Formative Evaluation as Necessary Date: _____

Specify reason for formative evaluation as necessary:

Instructions for the Evaluator: A copy of this form must be completed for each evaluative meeting with the employee. The initial meeting must be used to establish the employee's baseline, and the form completed at the final meeting will be considered the employee's summative evaluation and will be used to make employment and compensation decisions. Rate items based on the scale below. Ultimately all employees will be expected to be proficient. At the initial meeting, create an employee growth plan designed to move the employee from emerging or developing to proficient or from proficient to distinguished.

You will work with the employee to identify aspects of the employee's job that positively impact the education environment. This will vary by job, but all employees should be able to identify at least two opportunities to positively impact the education environment.

For example:

A bus driver could contribute to student learning by delivering students to school on time, well behaved and ready to learn.
A groundskeeper could contribute to student learning by maintaining the campus so that it is free of hazards and obstacles and safe for students, employees and the public.

Rating Scale

- | | |
|-------------------|--|
| 1 = Emerging | The employee is new to the job and has not yet demonstrated proficiency or is a more seasoned employee who has not made progress toward improving. |
| 2 = Developing | The employee is working to improve. |
| 3 = Proficient | The employee meets expected standards |
| 4 = Distinguished | The employee meets expectations, models expected behavior, assists others in improving or otherwise performs at an exemplary level. |

General Job Knowledge-

1 ___ 2 ___ 3 ___ 4 ___ Has the knowledge and skills to perform assigned tasks
1 ___ 2 ___ 3 ___ 4 ___ Possesses and appropriately maintains all required licenses or certifications
1 ___ 2 ___ 3 ___ 4 ___ Is aware of and follows applicable safety rules
1 ___ 2 ___ 3 ___ 4 ___ Performs quality work independently without direction or instruction
_____/16 **Rating Total**

Comments:

Dependability-

1 ___ 2 ___ 3 ___ 4 ___ Meets deadlines
1 ___ 2 ___ 3 ___ 4 ___ Attends work regularly
1 ___ 2 ___ 3 ___ 4 ___ Arrives to work on time - is punctual
1 ___ 2 ___ 3 ___ 4 ___ Completes assigned tasks in a timely manner
1 ___ 2 ___ 3 ___ 4 ___ Adheres to Board policies, administrative procedures and other rules of the district
1 ___ 2 ___ 3 ___ 4 ___ Maintains confidentiality of student and staff information
_____/24 **Rating Total**

Comments:

Rating Scale

1 = Emerging	The employee is new to the job and has not yet demonstrated proficiency or is a more seasoned employee who has not made progress toward improving.
2 = Developing	The employee is working to improve.
3 = Proficient	The employee meets expected standards
4 = Distinguished	The employee meets expectations, models expected behavior, assists others in improving or otherwise performs at an exemplary level.

Quality of Work-

1 ___ 2 ___ 3 ___ 4 ___ Gives attention to detail
 1 ___ 2 ___ 3 ___ 4 ___ Completes work thoroughly and accurately
 1 ___ 2 ___ 3 ___ 4 ___ Completes work in a manner that does not have to be redone
 ___/12 **Rating Total**

Comments:

Quantity of Work-

1 ___ 2 ___ 3 ___ 4 ___ Does all tasks assigned
 1 ___ 2 ___ 3 ___ 4 ___ Self-manages time in a manner that ensures tasks are completed
 ___/8 **Rating Total**

Comments:

Initiative/Resourcefulness/Creativity-

1 ___ 2 ___ 3 ___ 4 ___ Is a good steward of district resources
 1 ___ 2 ___ 3 ___ 4 ___ Accepts and adapts to change
 1 ___ 2 ___ 3 ___ 4 ___ Identifies alternative, effective procedures for completing tasks and shares those with his or her supervisor
 ___/12 **Rating Total**

Comments:

Rating Scale

1 = Emerging	The employee is new to the job and has not yet demonstrated proficiency or is a more seasoned employee who has not made progress toward improving.
2 = Developing	The employee is working to improve.
3 = Proficient	The employee meets expected standards
4 = Distinguished	The employee meets expectations, models expected behavior, assists others in improving or otherwise performs at an exemplary level.

Communication/Cooperation-

- 1 ___ 2 ___ 3 ___ 4 ___ Communicates effectively and professionally with supervisor and coworkers
1 ___ 2 ___ 3 ___ 4 ___ Communicates with students, parents/guardians and patrons in a professional manner
1 ___ 2 ___ 3 ___ 4 ___ Demonstrates tact and sensitivity toward others in all communications
1 ___ 2 ___ 3 ___ 4 ___ Offers differing opinions and appropriately handles conflict in a constructive manner
1 ___ 2 ___ 3 ___ 4 ___ Demonstrates a cooperative attitude
1 ___ 2 ___ 3 ___ 4 ___ Cooperates in accomplishing school and district goals and objectives
_____/24 **Rating Total**

Comments:

Impact on the Education Environment-

List the employee's opportunities to positively impact the education environment and rate the employee's current level of performance (Emerging, Developing, Proficient, Distinguished).

1. _____
2. _____
3. _____

Comments:

Concerns or Comments on Items Not Otherwise Addressed on This Form:

Employee Comments:

Sign and date below to indicate that items on this form have been discussed.

Evaluator's Signature

Date

Employee's Signature

Date

Attach the employee's growth plan and, for all meetings after the initial meeting, note progress on the growth plan.

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: Hillsboro R-III School District, Hillsboro, Missouri