

- ☐ 1st Year ☐ 2nd Year ☐ 3rd Year
☐ Employed Longer than 3 Years

Aberdeen School District 6-1 FAAS (Hourly & Salaried) Staff Evaluation

- ☐ Recommended for Continued Employment
☐ Recommended for Continued Employment with Reservations
☐ Not Recommended for Continued Employment

Employee _____ Work Location _____ School Year _____

KEY: S – Satisfactory ND – Needs Development U - Unsatisfactory

A. WORK HABITS

1. Performs duties efficiently
2. Utilizes time appropriately
3. Maintains organized and safe work area
4. Insures confidentiality of information
5. Adheres to regulations
6. Produces quality work
7. Produces acceptable quantity of work
8. Completes work on schedule
9. Shows initiative
10. Demonstrates flexibility
11. Adapts and incorporates program and policy changes
12. Keeps supervisor informed of schedules and deadlines

S	ND	U

B. INTERPERSONAL SKILLS

1. Shows respect for others
2. Shows sensitivity to the needs of others
3. Displays effective listening skills
4. Communicates problems and concerns effectively and courteously

S	ND	U

C. DEPENDABILITY

1. Works independently of close supervision
2. Maintains an acceptable attendance record
3. Arrives on time and ready to work

S	ND	U

D. ATTITUDE

1. Demonstrates a positive feeling for work
2. Accepts difficult assignments
3. Accepts supervision re: direction, improvement
4. Acts professionally on the job site

S	ND	U

E. PUBLIC RELATIONS SKILLS

1. Demonstrates positive public relations skills
2. Shows poise and confidence
3. Acts as a good role model for others
4. Shows self control
5. Demonstrates appropriate sense of humor
6. Uses proper telephone etiquette

S	ND	U

F. TECHNICAL SKILLS

1. Uses Information processing skills
2. Works with files/records
3. Works with school funds/budget

S	ND	U

G. SUPERVISION

1. Provides clear and direct instructions
2. Remains consistent in expectations
3. Promotes positive work climate
4. Provides documentation for disciplinary action
5. Trains employees in practices, procedures and federal guidelines

N/A	S	ND	U

H. OTHER

1. Maintains and operates equipment
2. Reports major repair needs
3. Follows appropriate safety guidelines
4. Maintains accurate reports/records
5. Presents appropriate appearance
6. Participates in and takes advantage of educational opportunities
7. Provides emergency assistance when needed

S	ND	U

SUGGESTIONS FOR GROWTH:

COMMENTS:

EMPLOYEE

I have read the contents of this evaluation and understand that my signature does not necessarily indicate agreement. I have a right to attach my response to this evaluation.

Signature of Employee

Date

Signature of Evaluator

Date

Copy Distribution: _____ Employee _____ Personnel File _____ Evaluator _____

ABERDEEN SCHOOL DISTRICT 6-1

FAAS (Hourly & Salaried) SUPPORT STAFF EVALUATION RUBRIC

<u>Category</u>	<u>S - Satisfactory</u>	<u>ND - Needs Development</u>	<u>U - Unsatisfactory</u>
A. WORK HABITS			
1. Performs duties efficiently	Completes duties	Completes most duties but has to be asked to do more	Struggles with current duties and is unwilling to do more
2. Utilizes time appropriately	Works independently with minor supervision	Often needs direction and guidance	Never seeks work, has to be told what to do all of the time
3. Maintains organized and safe work area	Area is usually neat, safe, and attractive	Frequent clean-up of area is necessary	Work area is cluttered and/or unsafe
4. Insures confidentiality of information	Always maintains confidentiality	Needs reminders about keeping information confidential	Does not keep information confidential
5. Adheres to regulations	Cooperates in carrying out regulations and directions	Supports only the regulations and directions he/she agrees with	Does not cooperate in carrying out regulations and directions
6. Produces quality work	Conscientious about quality and makes few errors/mistakes	Careless about quality of work	Unconcerned about work quality
7. Produces acceptable quantity of work	Meets/exceeds quantity of work assigned	Needs reminders to complete assigned work	Rarely completes assigned work
8. Completes work on schedule	Finishes tasks in timely manner	Procrastinates; periodically completes work late	Does not complete work assigned
9. Shows initiative	Consistently shows leadership skills	Occasionally shows leadership skills	Avoids leadership
10. Demonstrates flexibility	Willingly adjusts to change in routine	Hesitates to accept change in routine	Resists change in routine
11. Adapts and incorporates program and policy changes	Works cooperatively and willingly accepts policy changes	Questions/challenges change	Refuses change
12. Keeps supervisor informed of schedules and deadline	Consistently assists supervisor in maintaining schedule and meeting deadlines	Periodically assists supervisor in maintaining schedule and meeting deadlines	Often neglects reminders of schedule and deadlines

<u>Category</u>	<u>S - Satisfactory</u>	<u>ND - Needs Development</u>	<u>U - Unsatisfactory</u>
B. INTERPERSONAL SKILLS			
1. Shows respect for others	Is pleasant, cooperative, and tactful	Occasionally lacks patience with others	Is judgmental and critical of others
2. Shows sensitivity to the needs of others	Displays a caring and understanding attitude	Seldom recognizes the needs of others	Frequently insensitive to the needs of others
3. Displays effective listening skills	Openly communicates with students, parents, and co-workers	Refrains from communication and interactions with students, parents, and co-workers	Avoids communication and interaction
4. Communicates problems and concerns effectively and courteously	Shares problems and concerns in a professional manner; offers ideas and suggestions	Complains about problems and concerns to co-workers instead of supervisor	Creates an unpleasant work environment
C. DEPENDABILITY			
1. Works independently of close supervision	Seldom needs guidance in decision-making	Needs guidance to determine necessary information for decision-making	Avoids making decisions
2. Maintains an acceptable attendance record	Rarely absent	Frequently absent from work	Excessive absences create hardships for other employees
3. Arrives on time and ready to work	Is rarely late and in attendance most of the time	Frequently late or absent for work/meetings	May be late, or not show-up at all for work/meetings
D. ATTITUDE			
1. Demonstrates a positive feeling for work	Promotes positive climate in work area	Periodically displays a negative attitude	Critical, humorless, negative, and judgmental
2. Accepts difficult assignments	Willing to accept responsibility	Avoids responsibility	Does not willingly accept responsibility
3. Accepts supervision re: direction, improvement	Willingly accepts direction and suggestions for improvement from supervisor	Occasionally resists direction and suggestions for improvements from supervisor	Generally resists direction and suggestions from supervisor; insubordinate
4. Acts professionally on the job site	Displays professionalism in all situations	Occasionally lacks professionalism	Often lacks professionalism

<u>Category</u>	<u>S - Satisfactory</u>	<u>ND - Needs Development</u>	<u>U - Unsatisfactory</u>
E. PUBLIC RELATIONS SKILLS			
1. Demonstrates positive public relations skills	Makes visitors to building feel welcome and important	Misses opportunities to recognize visitors	Avoids interaction with visitors
2. Shows poise and confidence	Shows poise and self confidence in all situations	Needs to develop self confidence and poise	Displays little confidence and poise
3. Acts as a good role model for others	Models and inspires others to high standards	Models standards only when felt appropriate	Models inappropriate behavior for others
4. Shows self control	Always in self control, remains calm	Has difficulty maintaining self control	Consistently shows a lack of self control
5. Demonstrates appropriate sense of humor	Uses humor effectively at appropriate times	Lacks sense of humor or uses humor at inappropriate times	Use of humor is very inappropriate
6. Uses proper telephone etiquette	Uses pleasant speaking voice	Uses non-expressive tone of voice	Becomes rude or offensive
F. TECHNICAL SKILLS			
1. Uses information processing skills	Optimally utilizes word processing, spreadsheet, and data base programs	Could utilize more information processing skills	Avoids information processing programs
2. Works with files/records	Efficiently maintains files/records	Filing and retrieval is inefficient	Disorganized use of files/records
3. Works with school funds/budget	Carefully stays in budget guidelines	Occasionally does not consider budget guidelines	Disregards budget guidelines
G. SUPERVISION			
1. Provides clear and direct instructions	Instructions are clear, easily understood and consistent	Instructions are hard to follow and inconsistent	Seldom give instructions
2. Remains consistent in expectations	Clearly defines and communicates expectations to staff	May display inconsistencies of expectations	Inconsistent expectations cause confusion to stall
3. Promotes positive work climate	Demonstrates a positive example to staff	Occasionally contributes to negative work environment	Fails to promote a positive work climate

<u>Category</u>	<u>S - Satisfactory</u>	<u>ND - Needs Development</u>	<u>U - Unsatisfactory</u>
4. Provides documentation for disciplinary action when necessary	Consistently and accurately documents performance issues	Careless and inconsistent in documenting performance issues	Does not provide necessary documentation of performance issues
5. Trains employees in practices, procedures, and federal guidelines	Provides adequate and accurate training as needed	Training is inconsistent and lacks direction	Does not provide adequate training and support

H. OTHER

1. Maintains and operates equipment	Shows responsibility for equipment use and maintenance	Lacks responsibility for equipment use and maintenance	Irresponsible in the use of equipment
2. Reports major repair needs	Keeps supervisor informed of equipment repair needs	Occasionally reports repair needs to supervisor	Does not communicate repair and maintenance needs to supervisor
3. Follows appropriate safety guidelines	Always follows appropriate safety guidelines	Careless about following safety guidelines	Ignores importance of following safety guidelines
4. Maintains accurate reports/records	Records/reports are current and accurate	Careless about record keeping	Does not keep current and accurate records
5. Presents appropriate appearance	Looks professional	Lacks attention to detail in appearance	Constantly displays unacceptable appearance
6. Participates in and takes advantage of educational opportunities	Displays life-long learner attitude	Occasionally attends educational opportunities	Rarely attends educational opportunities
7. Provides emergency assistance when needed	Reacts to emergencies professionally and efficiently	Reaction to emergencies is slow and inconsistent	Does not take responsibility or show initiative in emergencies