

CLASSIFIED EVALUATION

STANDARDS

The standards identify the aspects of an employee's responsibilities broken out into four (4) domains: Planning & Organization, Communication & Interpersonal Skills, Job Performance, & Professionalism/Follows Policies & Safety Procedures which are each broken down into categories.

PERFORMANCE LEVELS

The rubric includes four (4) levels of performance: Ineffective, Emerging, Proficient, & Distinguished.

Ineffective: The employee's performance is insufficient to meet the standards. The employee needs significant improvement. Performance is unacceptable at this level.

Emerging: The employee is beginning to develop a basic understanding of the standards but needs to develop more skills. The employee requires close supervision & has areas to improve to meet all standards consistently.

Proficient: The employee clearly understands the concepts of the standards & consistently demonstrates understanding as evident through their performance. The terms "regularly," "often," & "is evident" are words that describe an employee's performance at the proficient level. The employee fully meets the job requirements & expectations.

Distinguished: Consistently surpasses & excels standards as evident through work performance. The employee has superior skills, regularly goes beyond expectations, & is often sought out by other staff to learn from. Distinguished is very high-level performance & viewed as "good place to visit, but don't expect to live there."

As a summary of the levels of performance, a swimming metaphor is helpful. The employee at the Ineffective level could be compared to a non-swimmer who has been thrown in deep water & is drowning. The swimmer, who can manage the dog paddle, but nothing else, is similar to the employee performing at the Emerging level; the swimmer can get across the lake but may be swamped if any waves come up. A swimmer with command of a number of different strokes, & the knowledge of when to use which, is similar to an employee performing at the Proficient level. & a competitive swimmer, who is perfecting her strokes, or a swimming teacher, would be the equivalent of the employee performing at the Distinguished level.

CLASSIFIED EVALUATION TIMELINE & PROCESS

Activity	Timeline
Collect Data – Administrator/Supervisor will collect data through observations & check-ins.	Throughout the year
HR Reminder to Administrators/Supervisors	May 1
Formal Evaluation – Administrator/Supervisor will share & discuss final evaluation to employee, utilizing the data collected throughout the year.	12-month employees – By June 30 10-month employees – By June 10

The Administrator/Supervisor shall complete the Evaluation Rubric by rating the employee in each of the categories & only providing comments/feedback in areas that are rated as Ineffective or Emerging. The Administrator/Supervisor will give an overall rating for each of the four (4) domains. After rating each domain, the Administrator/Supervisor will give the employee an overall rating, based upon the domain ratings, & indicate if the employee shall be retained and/or if the employee should be placed on a Corrective Action Plan.

The Administrator/Supervisor must then meet with the employee & go over the entire rubric & ratings. During the meeting, the Administrator/Supervisor & the employee will complete the Overall Review section & document the conversation, areas of strength, & focus area to grow on. Both the employee & Administrator/Supervisor must sign the document. The Administrator/Supervisor, must then provide the employee with a copy of their evaluation.

Employee: _____

Site: _____

Position: _____

School Year: _____

Domain 1: Planning & Organization	Performance Levels				Supervisor Rating & Comments
	Ineffective	Emerging	Proficient	Distinguished	
1a: Prioritizes & organizes tasks effectively	Organization skills are unsatisfactory. Procrastination results in a failure to meet work goals. A lack of planning for long-range challenges & opportunities creates crisis.	Occasionally monitors progress or makes adjustments. Requires support in planning & organizing for long-range challenges & in setting work goals & priorities.	Level of organization meets expectations for the position. Regularly monitors progress & adapts as necessary. Regularly anticipates long-range challenges & opportunities when setting work goals & priorities.	Organizes work to a level exceeding expectations & maximizes productivity. Always monitors progress & adapts as necessary. Always anticipates long-range challenges & opportunities when setting work goals & priorities.	
1b: Completes work within time limits & uses time efficiently	Assigned tasks are rarely completed by expected deadlines. Appropriate priorities are not maintained. Structure & organization is lacking.	Occasionally completes assigned tasks in a timely & useful manner. May need support to prioritize & structure day.	Usually prioritizes tasks & completes work on time. Prioritizes & structures day.	Consistently anticipates work needs & completes assigned tasks prior to deadlines. Interim components of the assignment are completed in advance of the projected time frame.	
1c: Displays initiative	Work is not completed without close supervision & direction. Tasks other than those directly assigned are either avoided or overlooked.	Completes assigned work with some direction. With supervision & direction, will perform other tasks when assigned work is completed.	Able to accomplish tasks with little or no direction. When assigned work is completed, does other tasks when asked.	Able to self-monitor & direct. Alert to opportunities to improve methods, skills. When assigned work is completed, takes on additional tasks without waiting to be asked.	
DOMAIN 1 OVERALL SUPERVISOR RATING					

Domain 2: Communication & Interpersonal Skills	Performance Levels				Supervisor Rating & Comments
	Ineffective	Emerging	Proficient	Distinguished	
2a: Understands & follows instructions; asks questions as needed	Instructions are not followed. Attentiveness in communication is lacking & questions are not asked.	Shows some understanding & may follow some instructions. Occasionally listens carefully, may ask questions when needed.	Understands & follows instructions. Listens carefully & asks questions when needed.	Consistently assists others to understand & follow instructions. Checks for understanding & anticipates questions needing answers.	
2b: Collaborates with others to complete tasks & solve problems when appropriate	There is little to no collaboration, positive support, or encouragement to others.	Only occasionally collaborates with others & provides positive support, but not as often as needed.	When appropriate, collaborates with others & is helpful to complete tasks & solve problems. Displays positive support of staff, the school, & District's goals & activities.	When appropriate, initiates collaboration with others in order to complete tasks & solve problems. Independently encourages & is helpful to others. Displays positive support of staff, the school, & District's goals & activities.	
2c: Communicates in an open, courteous, tactful, & constructive manner using effective written & verbal communication skills	Communication lacks more than one of the following qualities: courtesy, tact, or a constructive manner. Lacks a positive attitude at work. Avoids open communication.	Communication lacks one of the following qualities: courtesy, tact, or a constructive manner. Inconsistently displays a positive attitude. Occasionally avoids open communication.	Communicates with courtesy, tact, & a constructive manner to all. Displays a positive attitude regularly. Contributes to open communication.	Communicates with courtesy, tact, & a constructive manner to all, even in the face of adversity. Always displays a positive attitude. Initiates & maintains open communication.	
DOMAIN 2 OVERALL SUPERVISOR RATING					

Domain 3: Job Performance	Performance Levels				Supervisor Rating & Comments
	Ineffective	Emerging	Proficient	Distinguished	
3a: Performs job procedures & responsibilities	Performance does not exhibit an understanding of assigned work & its relationship to other areas. Considerable assistance is needed to accomplish work assignments.	Occasionally demonstrates understanding of assigned work & its impact on others. Occasionally needs direction to execute assigned work.	Exhibits clear understanding of assigned work & its impact on others. Regularly executes work assignments. When new procedures or processes are introduced, quickly learns them & begins efficient application.	Demonstrates deep understanding of work & impact on others. Assignments are always completed timely, with high standards. Seeks out & completes tasks without direction. Strives to improve processes, procedures.	
3b: Displays neatness, accuracy & skillfulness	Work produced is of unacceptable quality. Work frequently needs to be redone. Work is rarely accurate, neat, or thorough.	Inconsistently produces work that meets quality expectations for neatness & accuracy. Work occasionally needs to be redone. Displays a basic understanding of quality standards.	Produces work that meets quality expectations for neatness & accuracy. Work rarely needs to be modified. Demonstrates ability to meet work quality standards.	Consistently produces high quality work, exceeding expectations of accuracy & detail. Work is completed accurately. Consistently exhibits skill in achieving quality standards.	
3c: Demonstrates ownership & task-orientation in work	Tasks are not completed. Work is rarely accomplished without close supervision.	Occasionally distracted from tasks. needs reminders to complete tasks. Seldom accomplishes more than assigned work.	Meets production expectations of the position. Completes assigned tasks. Usually accomplishes more than assigned work.	Consistently exceeds expectations. Seeks other tasks when work is completed. Consistently accomplishes more than assigned work.	
3d: Adapts to changes in job duties	Changes in job duties met with resistance. Suggestions to implement changes in responsibilities, methods, & procedures are ignored. Flexibility is not demonstrated in response to special circumstances.	Occasionally adapts to changes or accepts suggestions/ changes in responsibilities, methods, & procedures. Occasionally demonstrates flexibility in special circumstances.	Readily adapts to changes. Accepts suggestions & implements changes in responsibilities, methods & procedures. Demonstrates flexibility in special circumstances.	Responds confidently to the demands of work when confronted with change, adversity & other challenges.	
DOMAIN 3 OVERALL SUPERVISOR RATING					

Domain 4: Professionalism/ Follows Policies & Safety Procedures	Performance Levels				Supervisor Rating & Comments
	Ineffective	Emerging	Proficient	Distinguished	
4a: Attends work regularly & on time	Absences and/or tardiness are frequent & interfere with job. Proper notification of absence or lateness is not given. Leave & reporting procedures are not followed.	Absence/ tardiness interferes with job. Occasionally late or absent without proper notification. Inconsistently complies with leave policies.	Works within district attendance guidelines & Policies. Proper notification of absence or lateness is given.	Attends 100% of scheduled days excluding personal day, professional development, & vacation. Leave procedures are followed.	
4b: Has professional demeanor including dress, grooming, hygiene, & language	Lacks appropriate & professional demeanor including dress, grooming, hygiene, & language.	Occasionally shows professional demeanor including dress, grooming, hygiene, & language.	Has professional demeanor including dress, grooming, hygiene, & language.	Models professional demeanor & language & reminds others to do the same.	
4d: Makes sound decisions under normal & unfamiliar circumstances	A lack of judgment & sound decision-making is frequently apparent.	Occasionally makes sound decisions, anticipates needs, & uses good judgment.	Makes sound & thoughtful decisions, anticipates needs, & uses good judgment. Seeks direction in unfamiliar situations.	Makes sound & thoughtful decisions, anticipates needs, uses & models good judgment to others. Seeks direction in unfamiliar situations & helps others.	
4e: Treats all persons with respect & civility, maintains confidentiality, values diversity, & resolves conflicts by developing & maintaining professional relationships with colleagues, students, & the public	Disrespectful, lacks civility, fails to value diversity, & promotes rather than resolves conflict. Professional relationships are not developed or maintained. Does not display standards of honesty, integrity, & confidentiality in interactions.	Inconsistently treats people with respect & civility, does not always value diversity, or resolve conflicts professionally. Inconsistently develops/maintains professional relationships. Inconsistently displays honesty, integrity, & confidentiality.	Regularly treats all with respect & civility, values diversity, & resolves conflicts professionally. Usually develops & maintains professional relationships. Displays high standards of honesty, integrity, & confidentiality in interactions.	Consistently treats all with respect & civility, values diversity, & resolves conflicts professionally. Consistently develops & maintains professional relationships. Holds the highest standards of honesty, integrity, & confidentiality.	
4f: Applies district, building, & department policies, work rules procedures, & safety practices	Many policies, procedures/work rules/safety practices are not followed.	Understands policies/rules/procedures/safety practices, but does not follow without supervisor input.	Understands & follows policies/procedures/ rules/ & safety practices without supervision.	Actively inquiries about & implements policies/procedures/ rules/safety practices.	
DOMAIN 4 OVERALL SUPERVISOR RATING					

OVERALL REVIEW

Final Overall Rating: _____

____ Employee shall be retained

____ Employee shall be placed on Corrective Action Plan

Date discussed with employee: _____

Conversation Summary:

Areas of Strength:

Focus Areas of Growth:

Note any trainings & support needed or required, timelines, & who is responsible for arranging.

*Employee Signature

Date

Supervisor Signature

Date

*Employee's signature signifies reading the material to be filed & does not necessarily indicate agreement with its content. Additional Comments may be attached by the employee.