JEFFERSON COUNTY PUBLIC SCHOOLS

CERTIFIED NON-SCHOOL BASED ADMINISTRATOR EMPLOYEE PERFORMANCE EVALUATION

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME:** | |  | | | | | **DATE:** |  | |
| **ID #:** |  | | **LOCATION NAME:** | |  | | | | |
| **SUPERVISOR/EVALUATOR:** | | | |  | | | | |
| **DATES OF OBSERVATIONS/SITE VISITS:** | | | | | |  | | | |

The evaluator will assess the employee's performance on each of the job performance standards and select an overall domain rating.

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| Ratings |
| **Exemplary** – The administrator performing at this level maintains performance, accomplishments and behaviors that consistently exemplify and surpass the department’s mission and goals.  **Accomplished** - The administrator performing at this level consistently maintains performance, accomplishments and behaviors that support the department’s mission and goals.  **Developing** – The administrator is starting to exhibit desirable traits related to job performance, but has not yet reached the full level of proficiency expected. The administrator often performs in a manner consistent with the department’s mission and goals.  **Ineffective** – The administrator routinely performs job responsibilities in a manner that is inconsistent with the department’s mission and goals. |

**SUMMATIVE RATING**

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| ***Summative Rating:*** *The ratings for the domains are consolidated into four measures: Planning, Environment, Instruction, and Professionalism. Reference the table on page 6 of the Certified Evaluation Plan for alignment of Standards and Measures.* | | | | |
| **Domain** | **Planning & Preparation** | **Environment** | **Delivery of Service** | **Professional Responsibilities** |
| **Measures** | **Planning** | **Environment** | **Instruction** | **Professionalism** |
| **Summative Rating** | <Click to Rate> | <Click to Rate> | <Click to Rate> | <Click to Rate> |

The employee may submit a written response within ten (10) days to be sent to Employee Relations for inclusion in the employee’s personnel file with a copy to the evaluator. Certified personnel have the right to appeal to a JCPS District Evaluation Appeals Panel (DEAP) within fourteen (14) calendar days after receiving a *summative* evaluation. Appeals must be submitted in writing to the superintendent/designee using the JCPS Certified Evaluation Appeals Form. Appeals to a DEAP may be based on evaluation process or evaluation content concerns.

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|  |  |  |  |  |  |  |
| DATE |  | EVALUATOR |  | DATE |  | EMPLOYEE |

Distribution: Personnel File

Supervisor

Employee

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| **Domain 1: Planning and Preparation** | Select a Domain Rating: <Click to Rate> |

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|  | | **Rating** |
| **1.1** | Organizes individual/unit work in a way which best serves the purpose of the unit and goals of the district. | <Click to Rate> |
| **1.2** | Practices effective time management and meets deadlines. | <Click to Rate> |
| **1.3** | Anticipates problems and plans accordingly. | <Click to Rate> |
| **1.4** | Effectively engages and coordinates with appropriate stakeholders in planning and preparation to meet district and unit goals. | <Click to Rate> |

**Summary statement:**

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| ***This section is required. The summary should refer directly to the employee’s job descriptors.*** |

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| **Domain 2: Environment** | Select a Domain Rating: <Click to Rate> |

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|  | | **Rating** |
| **2.1** | Shares information that is timely and appropriate and is available as a professional resource. | <Click to Rate> |
| **2.2** | Is aware of conflict areas and handles situations in a manner that prevents and/or resolves conflicts. | <Click to Rate> |
| **2.3** | Maintains effective interpersonal relationships with peers, supervisors, and other staff. | <Click to Rate> |
| **2.4** | Maintains a healthy attitude toward change and remains open to new ideas | <Click to Rate> |
| **2.5** | Effectively supervises others and provides timely and constructive feedback to grow individuals and the efficiency of the unit. | <Click to Rate> |

**Summary statement:**

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| ***This section is required. The summary should refer directly to the employee’s job descriptors.*** |

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| **Domain 3: Delivery of Service** | Select a Domain Rating: <Click to Rate> |

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|  | | **Rating** |
| **3.1** | Accomplishes performance objectives in a quality manner. | <Click to Rate> |
| **3.2** | Maintains efforts to reach unit, district, and administrative objectives. | <Click to Rate> |
| **3.3** | Demonstrates flexibility in responding to challenges. | <Click to Rate> |
| **3.4** | Facilitates the work of the unit, in coordination with appropriate departments, to increase efficiency. | <Click to Rate> |

**Summary statement:**

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| ***This section is required. The summary should refer directly to the employee’s job descriptors.*** |

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| **Domain 4: Professional Responsibilities** | Select a Domain Rating: <Click to Rate> |

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|  | | **Rating** |
| **4.1** | Communicates effectively, orally and in writing both within and outside the school district. | <Click to Rate> |
| **4.2** | Works within, and appropriately administers, policies, regulations, laws, administrative procedures, and the Professional Code of Ethics for Kentucky Certified Personnel. | <Click to Rate> |
| **4.3** | Is punctual and maintains regular attendance. | <Click to Rate> |
| **4.4** | Reflects regularly on professional practice and pursues growth in professional knowledge and practice. | <Click to Rate> |

**Summary statement:**

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| --- |
| ***This section is required. The summary should refer directly to the employee’s job descriptors.*** |

PROFESSIONAL GROWTH PLAN

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The Professional Growth Plan addressed the Standards and Performance Indicators of:

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Individual Professional Growth Plan (which the employee has helped develop):

A Professional Growth Plan with the Performance Objective of

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|  |

( ) achieved ( ) revised ( ) continuing ( ) not applicable