JEFFERSON COUNTY PUBLIC SCHOOLS

CLASSIFIED MANAGERIAL/SUPERVISORY EMPLOYEE PERFORMANCE EVALUATION

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME: |  | | | | | LOCATION NUMBER: | | |  | DATE: | |  |
| ID #: | |  | | | SCHOOL/SITE NAME: | |  | | | | | | |
| EVALUATOR: | | |  | | | JOB TITLE: | |  | | | | | |
| DATES OF OBSERVATIONS: | | | |  | | | | | | |

A. PERFORMANCE RATING

The evaluator will assess the employee's job performance on the job performance standards/indicators by checking the appropriate column as defined below. A summary statement describing the overall performance on the standard should be included where indicated. A summary statement MUST be included to explain areas assessed as marginal or substandard.

NOT APPLICABLE: The objective does not apply to the employee's job function.

(N/A)

EXCEEDS STANDARD: Employee's performance consistently exceeds the standards and

(ES) administrative objective. The employee demonstrates initiative and requires minimal supervision.

MEETS STANDARD: Employee's performance meets the standard and the administrative

(MS) objective. The employee follows instructions, accepts responsibility and requires normal or infrequent supervision.

MARGINAL: Employee's performance is less than the standard expected and

(M) needs improvement. The employee requires frequent supervision and direction.

FAILS TO MEET Employee's performance is substantially below expectations and is

STANDARD: totally unacceptable. The employee rarely accomplishes the

(FS) objective even with frequent supervision and direction.

PART A

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | PERFORMANCE RATING | | | | |
| OVERALL MANAGEMENT SKILLS | | | N/A | ES | MS | M | FS |
| 1. | Accomplishes performance objectives in such a way as to | |  |  |  |  |  |
|  | successfully complement district and unit/school goals. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 2. | Organizes individual/unit work in a way which best serves the purpose of the unit and goals of the district. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 3. | Maintains efforts to reach unit objectives. | |  |  |  |  |  |
| 4. | Maintains efforts to reach district goals and administrative objectives. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 5. | Practices effective time management and meets deadlines. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 6. | Maintains a healthy attitude toward change and remains open to new ideas. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 7. | Expects, supports, and sets examples for excellence. | |  |  |  |  |  |
| 8. | Shares information that is timely and appropriate and is available as a professional resource. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 9. | Communicates effectively, orally, and in writing both within and outside the school district. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 10. | Is aware of potential conflict areas and handles situations in a manner that prevents conflicts. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 11. | Recognizes problems and provides mechanism for resolution. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 12. | Works within, and appropriately administers policies, rules, regulations, and procedures. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 13. | Complies with district policies and administrative procedures and the professional code of ethics. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 14. | Is punctual to and maintains regular attendance at work and meetings. | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| 15. | Maintains effective interpersonal relationships with peers, supervisors and other staff. | |  |  |  |  |  |
|  | |  | | | | | |
| SUMMARY STATEMENT: | |  | | | | | |
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|  | | | | | | | |

PART B

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | PERFORMANCE RATING | | | | |
| JOB DESCRIPTORS  Evaluator must list below performance  responsibilities as they appear on the  employee's job description or list  descriptors below. | | | N/A | ES | MS | M | FS |
| 1. |  | |  |  |  |  |  |
| 2. |  | |  |  |  |  |  |
| 3. |  | |  |  |  |  |  |
| 4. |  | |  |  |  |  |  |
| 5. |  | |  |  |  |  |  |
| 6. |  | |  |  |  |  |  |
| 7. |  | |  |  |  |  |  |
| 8. |  | |  |  |  |  |  |
| 9. |  | |  |  |  |  |  |
| 10. |  | |  |  |  |  |  |
| 11. |  | |  |  |  |  |  |
| 12. |  | |  |  |  |  |  |
| 13. |  | |  |  |  |  |  |
| 14. |  | |  |  |  |  |  |
|  | |  | | | | | |
| SUMMARY STATEMENT: | |  | | | | | |
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PART C

1. COMMENTS/IDENTIFICATION OF STRENGTHS:

2. THE ADMINISTRATOR BEING EVALUATED MAY RESPOND TO ANY PART OF THE EVALUATION IN THE SPACE PROVIDED BELOW AND INITIAL THE RESPONSE:

We hereby acknowledge that a conference has been conducted, this evaluation discussed, and a copy has been provided to the administrator whose signature does not indicate agreement with the content. In the event the administrator disagrees with this evaluation, a letter expressing the nature of disagreement may be submitted to Personnel Services within ten (10) working days of receipt of evaluation with a copy to the Evaluator. An evaluation may also be appealed to the next appropriate supervisor.

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Administrator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Date

Distribution: Personnel File

Evaluator

Administrator