**Chandler Unified School District Employee Performance Appraisal**

**Mission: to provide our students with the knowledge, skills and attitudes to become**

**life-long learners and responsible citizens**

***Core Values: Integrity, Collaboration, Equity, Excellence, Efficiency***

**Employee Name**  **ID Number**

**Work Location**   **Job Title**  **Date**

**Evaluation Type: Probationary 90 Day 180 Day  Annual**

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| **I. Actions/Behavior – Consistently meets a high degree of professionalism, teamwork and customer service** | **Meets Job Expectations** | **Requires Improvement** |
| A. Works positively toward district, site, and department goals |  |  |
| B. Is receptive to constructive remarks and/or feedback |  |  |
| C. Demonstrates positive customer service (friendly, prompt, resolved) |  |  |
| D. Is flexible/adaptable to change |  |  |
| E. Maintains appropriate professional attire |  |  |
| F. Functions effectively as a team member |  |  |

**Employee exceeds standards by demonstrating leadership, modeling high standard of conduct, and/or mentoring co-workers.**

**Comment Section. (If employee needs improvement, provide strategies and timeline to improve.)** Click here to enter text.

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| **II. Attendance/Punctuality – Contributes by consistently being at work each day, on time.** | **Meets Job Expectations** | **Requires Improvement** |
| A. Is punctual |  |  |
| B. Maintains satisfactory attendance |  |  |
| C. Does not misuse or abuse leave |  |  |
| D. Uses timekeeping system appropriately |  |  |
| E. Reports absences appropriately |  |  |
| F. Prepares for absence to have least negative impact on department |  |  |

**Employee exceeds standards by perfect attendance.**

**Comment Section. (If employee needs improvement, provide strategies and timeline.)** Click here to enter text.

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| **III. Knowledge/Quality of Work –** **Possesses and maintains job knowledge to successfully perform essential functions of job. Consistently produces quality results in services and/or product.** | **Meets Job Expectations** | **Requires**  **Improvement** |
| A. Has thorough knowledge of job duties |  |  |
| B. Willingly follows district and department policies and/or procedures |  |  |
| C. Completes assigned task accurately |  |  |
| D. Seeks new and/or improved ways to complete tasks |  |  |
| E. Attends and participates in district meetings, trainings, and professional growth activities |  |  |
| F. Practices safe work habits |  |  |
| G. Cares for and uses District equipment properly |  |  |

**Employee exceeds standards by producing highest quality work, developing new skills, and improving the workplace.**

**Comment Section. (If employee needs improvement, provide strategies and timeline to improve.)** Click here to enter text.

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| **IV. Quantity of Work/Productivity – Consistently accomplishes the expected workload** | **Meets Job Expectation** | **Requires Improvement** |
| A. Stays on task |  |  |
| B. Completes assignments in a timely manner |  |  |
| C. Organizes work effectively |  |  |
| D. Manages time efficiently |  |  |
| E. Independently seeks and assumes responsibility for additional tasks |  |  |

**Employee exceeds standards by demonstrating a high degree of organization, meeting all timelines, taking initiative to assume unassigned or new tasks.**

**Comment Section. If employee needs improvement, provide strategies and timeline to improve.** Click here to enter text.

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| **V. Working with Staff, Students, and Parents (if applicable)** | **Meets Job Expectation** | **Requires Improvement** |
| A. Builds positive relationships with students and parents |  |  |
| B. Effectively reinforces curriculum initially introduced by the teacher |  |  |
| C. Supports school-wide activities |  |  |
| D. Ensures appropriate supervision of students at all time (see descriptor section) |  |  |
| E. Promotes high behavioral expectations with consistency and dignity for all students |  |  |
| F. Works cooperatively and follows the lead of the supervising teacher |  |  |

**Employee exceeds standards by modeling high standard of conduct and/or mentoring/training co-workers.**

**Comment Section. If employee needs improvement, provide strategies and timeline to improve.** Click here to enter text.

**OVERALL RATING**

**Meets Job Expectations  Requires Improvement**

**OVERALL PERFORMANCE**

Click here to enter text.

**GOALS FOR FUTURE PERFORMANCE**

Click here to enter text.

**Employee's signature indicates appraisal has been reviewed and discussed with supervisor. It does not necessarily indicate agreement. Employees may attach response within five (5) working days of date of conference.**

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**Employee** **Signature Date**

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**Evaluator** **Signature Date**

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**Administrator** **Signature Date**

**Employee Performance Appraisal with Descriptors**

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| **I. Actions/Behavior - Consistently meets a high degree of professionalism, teamwork and customer service** |
| **A. Works positively toward district, site, and department goals**   1. Directs constructive criticism toward improving the district 2. Is a positive role model for students 3. Exercises positive problem solving behavior and conflict resolution skills 4. Works respectfully with a cross section of diverse people in a non-judgmental manner 5. Conducts themselves at all times so as to provide an atmosphere free from sexual harassment 6. Refrains from conduct which could be perceived as offensive based upon, but not limited to, race, color, religion, gender, age, national origin, and disability 7. Does not discuss sensitive or personal information in inappropriate areas at work, in public places, or on social networking websites. 8. Is aware of association with the District and ensures the related content of any internet posting is consistent with how they wish to present themselves to colleagues, community members, parents and students 9. Does not share student or employee information except on a need to know basis only 10. Does not engage in gossip or derogatory remarks about others including co-workers, students, parents, supervisors, or the school district in general 11. When appropriate, extinguishes negative conversations about other colleagues 12. Asks for direction if uncertain about appropriate course of action |
| **B. Is receptive to constructive remarks and/or feedback**   1. Readily implements recommendations to improve performance |
| **C. Demonstrates positive customer service**   1. Seeks out answer for customers, and, if needed, offers to direct them to appropriate person 2. Responds to calls and emails within one work day 3. Sets up voice mail and email to include a friendly greeting and promise of quick response 4. Updates voice mail and email in the event of absence to redirect customer 5. Cordially greet customer within 30 seconds with a smile and a friendly welcome 6. Answers phone using name and department within 3-4 rings with a smile in their voice 7. Communicates in a positive and caring manner giving customers their full attention 8. Seeks assistance for customers speaking a language other than English 9. Listen carefully and remain attentive and empathic to the concerns of others 10. Repeats back and paraphrases customer needs, requests or concerns 11. Acknowledges and apologize when a mistake is made or a customer is inconvenienced 12. Presents a professional image and attitude including personal and professional appearance |
| **D. Is flexible/adaptable to change**   1. Embraces change in a positive manner 2. Refrains from complaining about changes to job environment or duties |
| **E. Maintains appropriate professional attire**   1. Dresses consistently to meets standardsfor job function   2. Does not need direction or reminders about appropriate attire  3. Wears district-provided badge for identification |
| **F. Functions effectively as a team member**  1. Establishes working relationships that demonstrate integrity, confidentiality, respect, fairness and trust  2. Contributes and share expertise and new ideas with co-workers  3. Keeps workplace tidy and organized  4. Respects co-workers by minimizing personal conversations and, if applicable, maintaining quiet work environment. Cell phones should be on mute. |

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| **II. Attendance/Punctuality - Contributes by consistently being at work each day, on time** |
| **A. Is punctual**   1. Adheres to approved work schedule by arriving and leaving on time for work day and designated lunch breaks 2. Always notifies supervisor when late due to circumstances outside of the employee’s control 3. Arrives at meetings on time and stays until completion |
| **B. Maintains satisfactory attendance**  1. Does not exceed earned leave  2. Uses leave according to policy guidelines |
| **C. Does not misuse or abuse leave**   1. Attends work as scheduled unless: a) through paid time off leave is unable to perform duties as assigned, or b) has approval from supervisor to use appropriate earned vacation, comp time, paid time off leave, jury duty, or bereavement leave. 2. Uses leave according to policy (Supervisors may ask for documentation from a physician as evidence of appropriate use of leave.) 3. Does not abuse paid time off leave, including but not limited to patterns of Monday/Friday absence, earn and use leave patterns, excessive   absence in multiple years |
| **D. Use timekeeping system appropriately**   1. Records time worked regularly in timekeeping system; does not ask site representative to enter missed punches 2. Reports time worked with honesty   3. Does not record time for other employees |
| **E. Reports absences appropriately**   1. Reports absences as per district and department policies 2. Informs supervisor and seeks approval when appropriate 3. Does not take paid time off leave days during first two weeks of school, last two weeks of school and before or after intersession |
| **F. Prepares for absence to have least negative impact on department**   1. Work with supervisor to ensure critical duties are performed when unable to be at work 2. Organizes in a manner that allows co-workers to cover in the event of absence |

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| **III. Knowledge/Quality of Work –** **Possesses and maintains job knowledge to successfully perform essential functions of job. Consistently produces quality results in services and/or product.** |
| **A. Has thorough knowledge of job duties**   1. Understands appropriate methods and best practices 2. Demonstrates job knowledge by sharing with co-workers 3. Keeps all necessary certifications/license up to date |
| **B. Willingly follows district and department policies** **and/or procedures**  1. Follows supervisor’s directives  2. Reports work-related injury immediately |
| **C. Completes assigned tasks accurately**   1. Achieves a high degree of accuracy in work |
| **D. Seeks new and/or improved ways to complete tasks**   1. Takes initiative to stay current and/or broaden job knowledge and skills |
| **E. Attends and participates in district meetings, trainings, and professional growth activities** |
| **F. Practices safe work habits**   1. Has not had a work-related injury |
| **G. Cares for and uses District equipment properly**   1. Takes pride in district property 2. Uses district equipment and resources conscientiously 3. Does not use district property for personal use |

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| **IV. Quantity of Work/Productivity** |
| **A. Stays on task**   1. Keeps personal conversations to a minimum to maximize productivity and minimize disruptions to co-workers 2. Uses personal devices during breaks only, e.g. texting, games, internet browsing, social media |
| **B. Completes assignments in a timely manner**   1. Completes all reports and recordkeeping in a timely manner 2. Meets expected deadlines |
| **C. Organizes work effectively**   1. Workspace is organized to promote efficiency |
| **D. Manages time efficiently** |
| **E. Independently seeks and assumes responsibility for additional tasks** |

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| **V. Working with Students and Families (if applicable)** |
| **A. Builds positive relationships with students and families**   1. Treats students and families with respect 2. Actively engages students to build relationships |
| **B. Effectively reinforces curriculum initially introduced by the teacher**   1. Can effectively communicate content to reinforce instructional goals |
| **C. Supports school-wide activities**   1. Volunteers to meet the various daily needs of the site, e.g. noon duty, translation. |
| **D. Ensures appropriate and effective supervision of students at all time** |
| **E. Promotes high behavioral expectations for all students**   1. Values students’ diverse background experiences and dispositions 2. Provides equitable opportunities for all students 3. Manages behavior according the site procedures and maintains student respect and dignity |