



THE STANDARDS *for Classified Employees*

LEARNING FIRST! Each employee in Davis School District is an educator; the work each employee does impacts student learning.

PLAN: The effective employee collaborates with co-workers and supervisors to plan and implement district and department vision and goals. Effective planning and organization ensures work tasks are managed efficiently while making the best use of district resources.

DO: The effective employee performs essential job functions with minimal instruction, shows initiative, and completes work in a timely manner. Resources and equipment are used in an appropriate manner and safety is critical. The effective employee demonstrates flexibility and good judgment in both daily routines and emergencies.

CHECK: The effective employee seeks and uses feedback to guide adjustments for continuous improvement. The employee performs work with accuracy and neatness. Communication with supervisor occurs regularly to evaluate performance and management of projects.

ENVIRONMENT: The employee fosters a productive environment through effective time management, organization, and allocation of resources. The employee maintains a safe and orderly work area and creates an environment of professionalism by adhering to department expectations for professional appearance. The effective employee is positive and treats others with respect.

PROFESSIONALISM: The effective employee engages in self-reflection and professional learning for continuous growth and expertise. The employee cultivates productive, positive, and collaborative relationships with supervisors, co-workers, school staff, students, and community while approaching challenges and changes in a positive manner.



EVALUATE
DAVIS

THE INDICATORS

for Classified Employees

PLAN

- P.1 Works with co-workers and supervisor/s to plan for implementation of department vision and goals
- P.2 Plans and organizes to manage work tasks efficiently
- P.3 Maximizes the use of district resources through effective planning

DO

- D.1 Demonstrates and performs essential job functions with minimal instruction
- D.2 Shows initiative and interest in work projects
- D.3 Completes work in a timely manner
- D.4 Uses resources and equipment in a safe and appropriate manner
- D.5 Demonstrates flexibility and good judgment in handling daily routines and emergencies

CHECK

- C.1 Performs work with accuracy and neatness; checks to ensure quality
- C.2 Seeks and uses feedback to guide adjustments for continuous improvement
- C.3 Consistently follows up on requests to ensure problems are solved and needs are met
- C.4 Communicates with supervisor regularly to evaluate performance and project management

ENVIRONMENT

- E.1 Maintains a safe and orderly work area
- E.2 Fosters a productive environment through effective time management, organization, and appropriate allocation of resources
- E.3 Maintains professional appearance appropriate to duties, tasks, job description, and department expectations
- E.4 Fosters an environment where employees are positive and respectful

PROFESSIONALISM

- PRO.1 Engages in self-reflection and professional learning for continuous growth and expertise
- PRO.2 Collaborates and cultivates positive productive relationships with supervisors, co-workers, school staff, students, and community
- PRO.3 Approaches challenges and change positively
- PRO.4 Makes professional contributions to department and/or school community

***All employees must consistently adhere to school, district, and state policies and procedures*