



# Roseburg Public Schools

## Classified Employee Performance Evaluation - Probationary

Review Date:

Evaluation Type:

Satisfactory work performance supports and enhances the Roseburg Public School District's strategic plan  
<https://www.roseburg.k12.or.us/about-us/our-mission/strategic-plan>

### PERFORMANCE SCORING GUIDE AND DESCRIPTION CODE

<b>Above Expectations</b> Has a thorough understanding of the policies and/or procedures and consistently completes all related tasks accordingly in a manner which exceeds expectations for work performance in this area; demonstrates high level of proficiency in all of the competencies required for the task; demonstrates willingness to assume additional responsibilities for this and related tasks.	4
<b>Meets Expectations</b> Understands the policies and/or procedures and maintains a competent and dependable level of performance on a consistent basis; overall work performance in this area is completely satisfactory; work performance demonstrates acceptable proficiency and competency in the skills and knowledge required for this task for the time in the position.	3
<b>Area for Growth</b> May or may not fully understand the policies and/or procedures and expectations, but attempts to complete related tasks as expected; is meeting minimal requirements; demonstrates a moderate/limited level of proficiency in the skills and knowledge required for this task for the time in this position; improvement and/or additional training (if necessary) in this area is expected with immediate and noticeable growth in level of proficiency in fully meeting expectations.	2
<b>Does Not Meet Expectations</b> May or may not understand the policy and/or procedure but regularly fails to complete or attempt to complete related tasks accordingly; has not kept pace with expectations for time in this position; successes are inconsistent and/or performance appears to be deteriorating or lacking in noticeable growth; demonstrates a minimal level of proficiency in the skills and knowledge required for this task; immediate improvement and/or corrective action is expected and required; in this area overall work performance is unsatisfactory.	1
<b>Not Applicable</b>	N/A

### Classified 1: Work Habits

Criteria	4 Above Expectations	3 Meets Expectations/Satisfactory	2 Area for Growth	1 Does Not Meet Expectations
<b>1a. Organizes and uses resources to maximize productivity</b>	Consistently and effectively organizes and uses available resources to demonstrate productivity.	Organizes and uses available resources to demonstrate productivity.	Usually organizes and uses available resources to demonstrate productivity.	Rarely organizes and uses available resources resulting in loss of productivity.
<b>1b. Demonstrates reliability and dependability</b>	Consistently begins works at scheduled starting time and is consistently flexible with schedule or assignment changes. Under unique and special circumstances, employee willingly accepts additional duties as assigned.	Begins work at scheduled starting time and is consistently flexible with schedule or assignment changes.	Usually begins work at the scheduled starting time and displays willingness to remain flexible with schedule or assignment changes.	Does not begin work at scheduled starting times and/or is not flexible when schedules or assignments change.
<b>1c. Observes rules and practices to protect the safety of self and others</b>	Consistently carries out duties in a safe and effective manner. Consistently and effectively shows concern for safety of self and others. Consistently anticipates hazards and takes effective action to prevent accidents. Consistently and effectively adjusts behavior to the situation to maintain safety. Actively pursues opportunities, training, and education above and beyond what is required to ensure safety of staff and students.	Carries out duties in a safe manner, shows concern for safety of self and others, anticipates hazards and takes action to prevent accidents, and adjusts behavior to the situation to maintain safety.	Usually carries out duties in a safe manner. Usually shows concern for safety of self and others. Usually anticipates hazards and takes action. Usually adjusts behavior to the situation to maintain safety.	Rarely carries out duties in a safe manner. Rarely shows concern for safety of self and others. Rarely anticipates hazards and/or fails to prevent to take action to prevent accidents. Rarely adjusts behavior to the situation to maintain safety.
<b>1d. Establishes an orderly work environment that enhances job effectiveness</b>	Consistently maintains a work area that is highly organized and functional. Develops organizational tools and procedures/systems to enhance department operations.	Maintains a work area that is organized and safe.	Maintains a work area that is somewhat disorganized but appears to be functional.	Does not maintain an organized work area and work area does not promote job effectiveness.
<b>1e. Adapts to new challenges and changes in the work situation and environment</b>	Proactively and consistently anticipates and deals effectively with interruptions or changes in the work routine. Consistently adjusts quickly and effectively to unanticipated demands and work requirements. Actions demonstrate consistent, effective, and timely implementation of change.	Anticipates and deals effectively with interruptions or changes in the work routine. Consistently adjusts quickly and effectively to unanticipated demands and work requirements. Actions demonstrate timely implementation of change.	Usually addresses interruptions or temporary changes in the work routine. Adjusts to unanticipated demands and work requirements. Actions demonstrate limited implementation of change.	Frequently responds to minor interruptions or temporary changes in the work routine with difficulty that results in reduced productivity. Adjusts to unanticipated work demands and/or work requirements with difficulty. Actions demonstrate resistance to implementing change.

**1f. Maintains regular attendance at work**

Consistently follows District absence procedures if an absence from work is necessary. Misses less than 5 days a year, regardless of reason. If an absence is required, consistently gives more than adequate notice and works to ensure all responsibilities are met prior to being absent.

Usually follows District absence process if an absence from work is necessary. Misses 5-10 days, regardless of reason. If an absence is required, usually gives adequate notice and works to ensure responsibilities are met prior to being absent.

Occasionally relies on others to follow District absence process if an absence from work is necessary. Misses more than 10 days, regardless of reason. Notice is occasionally given late and does not always ensure that areas of responsibilities are met prior to being absent.

Frequently fails to follow District absence process when an absence from work is necessary. Misses more than 10 days or has established a pattern of absences (i.e. Mondays/Friday, training days, etc.). May misuse leave (i.e. calls in sick but is not ill).

**Rubric Score: 0/0**

**Comments: Work Habits**

**Classified 2: Quality of Work**

Criteria	4 Above Expectations	3 Meets Expectations/Satisfactory	2 Area for Growth	1 Does Not Meet Expectations
<b>2a: Demonstrates knowledge and skill to perform job responsibilities</b>	Consistently and with high proficiency demonstrates skills needed to perform job responsibilities as outlined in the job description. Consistently demonstrates proper use of job related tools, equipment, and materials. Demonstrates a comprehensive and thorough understanding of job related procedures.	Demonstrates skills needed to perform job responsibilities as outlined in the job description. Consistently demonstrates proper use of job related tools, equipment, and materials. Demonstrates a comprehensive understanding of job-related procedures.	Usually demonstrates the skills needed to perform job responsibilities as outlined in the job description. Usually demonstrates proper use of job related tools, equipment, and materials. Demonstrates a limited understanding of job-related procedures.	Does not demonstrate the skills needed to perform job responsibilities as outlined in the job description. Does not use job related tools, equipment, and materials properly. Lacks understanding of or disregards job-related procedures.
<b>2b: Demonstrates initiative in completing job responsibilities</b>	Consistently and effectively completes assigned responsibilities with minimal supervision. Is self-directed, resourceful, and/or creative.	Completes assigned responsibilities with minimal supervision. Is self-directed, resourceful, and/or creative.	Usually completes assigned responsibilities with some supervision. Is sometimes self-directed, resourceful, and/or creative.	Requires on-going supervision to initiate and/or complete responsibilities. Lacks self-direction, resourcefulness, and/or creativity.
<b>2c: Demonstrates efficiency and productivity in completing job responsibilities</b>	Consistently and proficiently completes tasks with minimal error in a timely manner.	Completes tasks with minimal error in a timely manner.	Usually completes tasks with minimal error in a timely manner.	Uses time inefficiently, frequently exceeds deadlines for completing work, and/or work produced is incomplete or contains many errors.
<b>2d: Demonstrates problem-solving and decision-making skills in completing job responsibilities</b>	Consistently and efficiently establishes task priorities and meets pre-established schedules. Consistently and effectively adjusts to changes in workloads or schedules. Consistently identifies or adapts procedures for completing a challenging task. Consistently and effectively identifies solutions to unanticipated problems in performing job responsibilities.	Establishes task priorities and meets pre-established schedules. Consistently adjusts to changes in workloads or schedules. Consistently identifies or adapts procedures for completing a novel task. Consistently identifies solutions to unanticipated problems in performing job responsibilities.	Usually establishes task priorities and meets deadlines. Usually adjusts to changes in workloads or schedules. Sometimes identifies or adapts procedures to complete a task. Occasionally requires help in finding workable alternative solutions to unanticipated problems in performing job responsibilities.	Does not establish priorities appropriately and/or frequently misses deadlines. Has difficulty in adjusting to changes in workloads or schedules. Demonstrates minimal effort toward identifying a solution to an unanticipated problem in completing job responsibilities. Does not identify or adapt procedures for completing a novel task.

**Rubric Score: 0/0**

**Comments: Quality of Work**

**Classified 3: Quality of Work Relationships**

Criteria	4 Above Expectations	3 Meets Expectations/Satisfactory	2 Area for Growth	1 Does Not Meet Expectations
<b>3a: Fosters communication for purposes of collaboration on work assignments</b>	Effectively conveys and receives information. Provides clear, pertinent, and timely information to all students, staff members, parents, and community members that are part of a collaborative effort. Complies with directives and suggestions of supervisor as an active participant. Supports collaboration and consistently cooperates with others.	Conveys and receives information. Provides clear, pertinent, and timely information to all students, staff members, parents, and community members that are part of a collaborative effort. Complies with directives and suggestions of supervisor as an active participant. Supports collaboration and cooperates with others.	Usually conveys and receives information effectively. Usually provides clear, pertinent, and timely information to all students, staff members, parents, and community members that are part of a collaborative effort. Complies with directives and sometimes follows suggestions of supervisor. Usually cooperates with others.	Fails to convey and/or receive information effectively. Sometimes provides unclear, inaccurate, irrelevant, and/or inappropriately timed information to students, staff members, parents, and/or community members when working with others. Does not comply with a directive delivered by a supervisor or frequently fails to apply the suggestions of the supervisor to the work effort. Fails to cooperate with others.
<b>3b: Participates as a cooperative and productive team member</b>	Consistently and effectively utilizes active listening skills with others. Frequently contributes to ideas and efforts in seeking resolution of issues and/or solutions to problems in work assignment.	Demonstrates active listening skills with others. Contributes to ideas and efforts in seeking resolutions of issues and/or solutions to problems in work assignment.	Sometimes demonstrates active listening skills with others. Sometimes contributes to ideas and efforts in seeking resolution of issues and/or solutions to problems in work assignment.	Frequently fails to actively listen to other team members. Makes infrequent contributions to ideas and/or efforts seeking resolution of issues and/or solutions to problems in work assignment.
<b>3c: Shows courtesy and respect in interactions with people to establish harmonious work relationships</b>	Is consistently and effectively open, non-judgmental, and responsive to the ideas expressed by others. Consistently shows sensitivity toward and respect for a range of opinions on issues. Consistently recognizes and values diversity among others. Encourages and supports others at work.	Is effectively open, non-judgmental, and responsive to the ideas expressed by others. Shows sensitivity toward and respect for a range of opinions on issues. Recognizes and values diversity among others. Encourages and supports others at work.	Is usually open, non-judgmental, and responsive to the ideas expressed by others. Usually shows sensitivity toward and respect for a range of opinions on issues. Usually recognizes and values diversity among others. Usually encourages and supports others at work.	Is frequently closed, judgmental, and/or unresponsive to the ideas expressed by others. Shows insensitivity or lack of respect for a range of opinions on issues. Either does not recognize or does not value diversity among others. Offers infrequent encouragement and/or support of others at work.

**Rubric Score: 0/0**

**Comments: Quality of Work Relationships**

**Classified 4: Professionalism**

Criteria	4 Above Expectations	3 Meets Expectations/Satisfactory	2 Area for Growth	1 Does Not Meet Expectations
<b>4a: Knows and adheres to federal and state laws and regulations pertaining to employment and education, Board of Education policies, Collective Bargaining Agreements, and school rules</b>	Thoroughly understands and consistently adheres to applicable statutes and local policies and procedures. Consistently completes professional responsibilities in accordance with regulations and rules related to site operation and assignment.	Understands and consistently adheres to applicable statutes and local policies and procedures. Consistently completes professional responsibilities in accordance with regulations and rules related to site operation and assignment.	Shows limited understanding of applicable statutes and local policies and procedures, and usually adheres to all applicable statutes and local and procedures. Demonstrates an effort to gain understanding of professional responsibilities in accordance with regulations and rules related to site operation and assignment.	Lacks awareness of, or disregards, applicable statutes and/or local policies and procedures. Does not complete professional responsibilities in accordance with regulations and rules related to site operation and assignment.
<b>4b: Exhibits behaviors that indicate commitment to the students, co-workers, parents, District and community</b>	Consistently supports the well-being and success of students, co-workers, parents, district, and community programs and practices. Consistently treats people with dignity, respect, and an acknowledgement of human diversity. Consistently follows	Supports the well-being and success of students, co-workers, parents, the District, and community programs and practices. Regularly treats people with dignity, respect, and an acknowledgement of human diversity. Consistently follow behavioral expectations and guidelines aligned	Usually supports the well-being and success of students, co-workers, parents, district, and community programs and practices. Usually treats people with dignity, respect, and an acknowledgment of human diversity. Usually follows behavioral expectations and guidelines aligned with the District	Actions indicate a lack of concern for the well-being and success of students, co-workers, parents, district and community programs and practices. Does not treat all people with dignity and respect nor acknowledge human diversity. Does not follow behavioral expectations and

	behavioral expectations and guidelines aligned with the District mission and governing values.	with the District mission and governing values.	mission and governing values.	guidelines aligned with the District mission and governing values.
<b>4c: Pursues professional growth and development</b>	Continuously seeks and pursues life long learning opportunities.	Seeks and pursues lifelong learning opportunities.	Infrequently seeks and pursues lifelong learning opportunities.	Rarely seeks and pursues lifelong learning opportunities.
<b>Rubric Score: 0/0</b>				

**Comments: Professionalism**

## Performance Summary

Rubric Scores		
Rubric	Score	Max
<b>Classified 1: Work Habits</b>	0	0
<b>Classified 2: Quality of Work</b>	0	0
<b>Classified 3: Quality of Work Relationships</b>	0	0
<b>Classified 4: Professionalism</b>	0	0
<b>TOTALS:</b>	0	0

**Growth has been shown in the following areas:**

**Recommended areas for growth:**

**What additional training would benefit the employee:**

**Additional comments:**

## Supervisor Recommendation (Probationary Only)

### Supervisor Recommendation for Probationary Employees:

- Employee has successfully met the 60-day probationary period
- Employee has not successfully met the 60-day probationary period
- Employee will continue probationary period for up to an additional 40 days