

Rockford Area Schools Support Staff Evaluation

Support Staff:
Administrator/Director:

Date:
School:

NA = Not Assessed N = Needs Improvement D = Developing P = Proficient E = Exemplary

| DOMAIN 1: JOB KNOWLEDGE | | PERFORMANCE LEVEL | | | | |
|------------------------------------|--|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 1a | Knowledge and Job Skills (Job Description) | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 1b | Technology Skills | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |

Comments:

| DOMAIN 2: COMMUNICATION & INTERPERSONAL SKILLS | | PERFORMANCE LEVEL | | | | |
|---|-----------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 2a | Communication Skills | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 2b | Working with Students | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 2c | Interaction with Co-workers | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 2d | Working with the Public | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 2e | Diversity Commitment | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |

Comments:

| DOMAIN 3: PROFESSIONAL RESPONSIBILITY | | PERFORMANCE LEVEL | | | | |
|--|---|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 3a | Compliance with Policy and Procedures | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 3b | Punctuality, Time Management and Attendance | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 3c | Education and Training | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 3d | Confidentiality | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 3e | Problem Solving | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 3f | Professional Appearance, Hygiene & Demeanor | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |

Comments:

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| DOMAIN 4: SERVICE DELIVERY | | PERFORMANCE LEVEL | | | | |
|-------------------------------|--|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 4a | Quantity of Work | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 4b | Quality of Work | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 4c | Knowledge of Student Needs and Age Group | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 4d | Objectivity and Accuracy | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |

Comments:

| DOMAIN 5: WORK ENVIRONMENT | | PERFORMANCE LEVEL | | | | |
|-------------------------------|------------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 5a | Planning and Organizing Work | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 5b | Cooperation | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |
| 5c | Safety | <input type="checkbox"/> NA | <input type="checkbox"/> N | <input type="checkbox"/> D | <input type="checkbox"/> P | <input type="checkbox"/> E |

Comments:

Probationary:

- Recommend continued employment
- Recommend non-renewal due to performance

Last day of recommended employment:

Administrator/Director Signature: _____ Date: _____

My signature indicates I have reviewed the evaluation and may add my own comments.

Staff Signature: _____ Date: _____