

## Professional Support Performance Appraisal

**Employee Name:**  
**Employee ID:**

**Employee Location:**  
**Employee Title:**

### Annual Goal Setting

<p><b>What three goals have I set to positively contribute to the department, campus, and/or district strategic plan and overall success of my department?</b></p>	<p><b>How will I measure progress in achieving my goals?</b></p>
<p><b><i>Appraiser Comments:</i></b></p>	

### Midyear Goal Setting

<p><b>What progress have I made towards the goals set at the beginning of the year?</b></p>	<p><b>What support and resources do I need to fully accomplish these goals?</b></p>
<p><b><i>Appraiser Comments:</i></b></p>	

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DOMAIN I	Problem Solving	Standard	Rating	Comments
		Demonstrates sound decision making by maintaining alignment to the campus, department, and/or district strategic plan which contributes to a positive learning environment		
		Utilizes professional communication and problem solving skills that appropriately addresses conflict and results in a positive work environment		
		Ability to proactively recognize problems and seek effective solutions		
		Successfully devises and/or contributes to innovative solutions that align with the goals of campus, department, and/or district strategic plan		

  

DOMAIN II	Professional Learning	Standard	Rating	Comments
		Maintains relevance in the field by seeking out and participating in appropriate professional learning opportunities that address specific performance goals		
		Initiates and/or participates in activities to contribute to the professional growth of the department/campus by building capacity toward lifelong learning		
		Seeks out and actively participates in collaborative learning opportunities that are focused on specific goals		
		Develops and applies a working knowledge of processes, regulations, procedures, and policies that relate to the position		

  

DOMAIN III	Building Capacity	Standard	Rating	Comments
		Initiates the sharing of knowledge through supportive interactions that will build capacity and promote self-efficacy		
		Models effective strategies to serve as a resource for students, staff, parents, and/or community		
		Demonstrates abilities to develop and sustain positive working relationships that foster a respectful and collegial work environment		
		Builds rapport, provides support, and fosters the development of others over time		

  

DOMAIN IV	Interpersonal and Professional Conduct	Standard	Rating	Comments
		Maintains positive, effective, ethical, and timely communications		
		Prioritizes and efficiently manages time in order to complete duties as assigned		
		Maintains and utilizes resources by following campus, department, and/or district policies and procedures		
		Consistently exhibits and models CCISD core values		

  

DOMAIN V	Customer Focus	Standard	Rating	Comments
		Embraces and promotes a climate of proactive and positive customer service while supporting the growth and well-being of all students, staff, and/or community		
		Professionally develops, maintains, and grows relationships with all stakeholders in order to contribute to a team environment and demonstrate core values		
		Contributes and collaborates within the school community in a professional, respectful, and positive manner in order to achieve campus, department, and/or district goals while addressing the needs of students, staff, and/or community		
		Maintains and/or creates systems and processes to appropriately serve the needs of students, staff, and/or community in alignment with the campus, department, and/or district strategic plan		

## Rating Scale

**P - Proficient:**  
The employee is always performing at a high level, and is always consistently exceeding goals.

**D - Developing:**  
The employee is sometimes performing at an on-standard level but has not reached their full potential.

**N – Needs Improvement:**  
The employee is inconsistent with performance on this standard.

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**Developing (with supporting statement):**

**Needs Improvement (with evidence and expectation):**

**Summative Statement:**

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**Aspirational Goal:**

**Additional Appraiser Comments:**

\_\_\_\_\_  
**Employee Signature**                      **Date**

\_\_\_\_\_  
**Appraiser Signature**                      **Date**