Professional Support Performance Appraisal

Employee Name: **Employee Location:**

Employee ID: **Employee Title:**

Annual Goal Setting

What three goals have I set to positively contribute to the department, campus, and/or district strategic plan and overall success of my department?	How will I measure progress in achieving my goals?

Appraiser Comments:

Midyear Goal Setting

What progress have I made towards the goals set at the beginning of the year?	What support and resources do I need to fully accomplish these goals?

Appraiser Comments:

CLEAR CREEK
INDEPENDENT SCHOOL DISTRICT

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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		
Follows campus protocol by participating in emergency preparedness drills.		
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:

Professional Support Performance Appraisal

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Employee ID: **Employee Title:**

Aspirational Goal:
Additional Appraiser Comments:

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Employee Signature   **Date**

_____

Appraiser Signature   **Date**