



WOODBURN SCHOOL DISTRICT STANDARDS OF PERFORMANCE - CLASSIFIED EMPLOYEES

Employee Name: _____ School: _____

Position: _____ Status: Probationary Regular
(120 work days)

| ~ STANDARDS ~ | D | M | E | N/A |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| A. WORK HABITS | | | | |
| Attends work regularly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is punctual in the performance of one's duties | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintains dress and grooming appropriate to the job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Follows work schedule as assigned | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Follows written and oral directions as stated | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Handles matters of student discipline in accordance with the district's discipline policies and procedures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintains a high level of ethical behavior and confidentiality when dealing with student information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Uses good judgment in carrying out job duties | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Performs high quality work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Produces a sufficient amount of quality work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates an understanding of job role in relation to District Strategic Plan and Core Values | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates necessary planning and organization to adequately perform job tasks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. STAFF/STUDENT RELATIONS | | | | |
| Maintains positive, respectful working relationships with staff and students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communicates appropriately with staff and students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintains appropriate staff-student relationships | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is a team player | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assists others when needed or assigned | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. PROFESSIONAL GROWTH | | | | |
| Sets and achieves meaningful job performance goals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assumes responsibility for training/certification that is essential for the job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| COMMENTS: | | | | |
| | | | | |
| STATUS RECOMMENDATION: Continuation <input type="checkbox"/> Plan of Assistance <input type="checkbox"/> Termination <input type="checkbox"/> | | | | |
| | | | | |
| Employee's Signature _____ | | | Date _____ | |
| Supervisor's Signature _____ | | | Date _____ | |
| <small>D = Does Not Yet Meet M = Meets E = Exceeds N/A = Not Applicable</small> | | | | |