



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: (This box does not have auto-return)				
STATUS RECOMMENDATION: Continuation <input type="checkbox"/> Plan of Assistance <input type="checkbox"/> Termination <input type="checkbox"/>				
Employee's Signature _____			Date _____	
Supervisor's Signature _____			Date _____	
D = Does Not Yet Meet M = Meets E = Exceeds N/A = Not Applicable				

WOODBURN SCHOOL DISTRICT CLASSIFIED EVALUATION PROCESS

The purpose of the Woodburn Classified Evaluation Process is to assist classified staff in understanding the District's performance expectations and providing quality control and monitoring of work practices. The evaluation provides employees with an annual assessment of how well they are meeting the district performance standards and responsibilities.

PROCESS:

1. At the beginning of each school year, the building administrator or immediate supervisor will provide each classified staff member with a copy of the "Classified Standards of Performance" and review them with staff.
2. Although individual goal setting is not required, supervisors may wish to discuss particular areas for growth, or in some cases, set specific written directed goals for an employee.
3. For "probationary" classified staff, an evaluation will be conducted prior to the end of the probationary period (120 work days) and again prior to the end of the school year, unless the probationary evaluation occurs after April 1st.
4. Final evaluation meetings will be scheduled with each classified staff member prior to the end of the school year. Administrators and supervisors may, as part of the evaluation process, solicit feedback from teachers or others who directly oversee or coordinate the work of a classified staff member. However, the teacher or other non-supervisor will not participate in evaluation meetings unless agreed to by the classified staff member.