



Classified Formal Performance Evaluation

(Completed by Unit Manager)

Classified Employee Name: _____ Employee ID: _____

Position: _____ Location: _____ Unit Manager Name: _____

- Probationary
- Recommend to Permanent
- Do Not Recommend to Permanent

WORKPLACE EXPECTATIONS

The following are expectations of NCS D for all employees. Failure to comply with these requirements will be cause for disciplinary action up to and including dismissal.

Expectation	Meets	Does not Meet*
Attendance and Punctuality: The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, following schedules, and responding to communications. <u>Please note:</u> job protected absences and/or leaves will not be considered in determining whether or not the employee is meeting or not meeting this expectation.	<input type="checkbox"/>	<input type="checkbox"/>
Personal Appearance: The employee is dressed and groomed in a neat, clean, appropriate and professional manner for the assignment and work setting.	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality: The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.	<input type="checkbox"/>	<input type="checkbox"/>
Following policies and directives: The employee follows all district policies, rules, regulations, memos, bulletins, announcements, applicable job descriptions and reasonable requests by proper authorities.	<input type="checkbox"/>	<input type="checkbox"/>
Setting appropriate boundaries with students: The employee maintains professional boundaries in his or her relationships with students, including the use of appropriate language, appropriate physical contact, and in the use of technology such as email, text messages, or social networking and internet sites.	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration: The employee maintains relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a culture of collaboration focused on student learning.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate use of technology: The employee uses the internet, email, and electronic communication in compliance with North Clackamas School District Acceptable Use Policy and Administrative Rules.	<input type="checkbox"/>	<input type="checkbox"/>
Personal Conduct: The employee will not engage in conduct detrimental to the District or its personnel. All classified employees will meet standards for competent employees.	<input type="checkbox"/>	<input type="checkbox"/>

*Requires supervisor-directed goal to improve to "meets"

Performance Evaluation

To be completed by the Unit Manager during the **Formal Year**. See page 6 of the Classified Professional Growth and Evaluation Handbook for directions in completing this performance evaluation.

Levels of Performance:

Exceeds	Surpasses, excels, superior skills, goes beyond expectations
Proficient	Satisfies, fulfills, and conforms with expectations
Developing	Become better, develop more skills
Unsatisfactory	Needs significant improvement, insufficient, deficient, does not meet the requirements of the position

Professional Growth Continuum: Refer to pages 10-25 of the Classified Professional Growth and Evaluation Handbook, Professional Growth Continuum, to determine the level of performance for each Standard.

Classified Employee Name: _____ Employee ID: _____					
Position: _____ Location: _____ Unit Manager Name: _____					
Does Not Apply	Unsatisfactory	Developing	Proficient	Exceeds	Core Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 1: Job Knowledge & Technical Skills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 2: Communications & Interpersonal Skills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 3: Work Productivity & Organization
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 3	18. Keep appropriate records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 4: Quality of Work & Accountability	19. Produce neat, accurate, thorough, professional work, monitoring process, progress, and results, including correcting own errors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20. Maintain high standards, even under circumstances with pressing deadlines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		21. Organize work responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		22. Demonstrate ownership and task-orientation in work.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		23. Use resources efficiently and effectively.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 5: Collaboration	24. Develop cooperation and teamwork while collaborating with co-workers, education partners, and administration to complete tasks and solve problems when appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25. Work effectively with all staff and interact with the public in a positive and professional manner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 6: Problem Solving	26. Make accurate, informed, and independent decisions; demonstrate ability to problem solve.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		27. Use analysis, experience, and logical methods to make good decisions and solve difficult problems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		28. Consider the systemic effects of decisions on others and the system as a whole.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 7: Professionalism	29. Attend work and work-related activities regularly and on time in order to preserve the continuity of service delivery. <u>Please note</u> : job protected absences and/or leaves will not be considered in determining proficiency in this standard.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		30. Demonstrate flexibility and adaptability to a constantly changing work environment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		31. Exercise discretion and safeguard confidential information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		32. Demonstrate knowledge of and/or compliance with workplace expectations, rules, regulations, statutes, policies, agreements, goals, and procedures, and a commitment to supporting and engaging in the District's goals, mission and values.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		33. Delegate and/or demonstrate responsibility and good decision-making.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		34. Participate in and take ownership of personal professional growth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		35. Treat all persons with respect and civility, value diversity, and resolve conflicts professionally. Develop and maintain professional relationships with colleagues and the public.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 8: Student Assistance/ Management	36. Actively support school/department/ district equity goals and activities in creating equitable outcomes for each student.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		37. Provide a safe and supportive environment for students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		38. Demonstrate respectful interaction and rapport with students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CS 8A: Para-Professional Addendum	39. Contribute to and support the educational environment by understanding routines and procedures of the classroom or group, including student supervision as appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		40. Assist the licensed educator in organization of activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		41. Accurately and independently assists with and prepares lessons, activities, and materials as requested by the licensed educator.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		42. Collect and maintain accurate data as prescribed by the licensed educator.

Comments:

Signatures:

To be signed after formal evaluation meeting. This evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

Employee Signature/Date

Unit Manager Signature/Date

NEXT STEPS: Unit Manager provides a completed copy of this form to the employee, and forwards the following completed/signed forms to Human Resources by June 30:

Performance Goals form

End of Year Goals Assessment form

Formal Evaluation

Copies: Employee, Unit Manager, Personnel File (HR)