



Employee Name: _____ Title/Classification: _____

Work Location: _____ School Year: _____

JOB PERFORMANCE RATING FACTORS

ES	Exceeds Standards	Commendation for performance consistently above the expected of an employee in this position
MS	Meets Standards	Meets established standards for performance
NI	Needs Improvement	Performance needs to improve
DS	Does Not Meet Standards	Performance does not meet standards
NA	Not Applicable	Rating factor does not apply to this position

I MANAGEMENT/LEADERSHIP SKILLS

ES MS NI DS NA

- a. Recognizes and generates positive work environment.
- b. Adapts easily to new assignments, additional responsibilities, and/or changes in work schedule.
- c. Demonstrates creativity in generating new ideas and methods to increase productivity, efficiency, and cost effectiveness.
- d. Empowers staff to continuously improve.
- e. Actively pursues improvement in areas of responsibility.
- f. Assigns and directs the work of employees, provides training, monitors and accurately assesses employee skills/performance.

II COMMUNICATION SKILLS

ES MS NI DS NA

- a. Listens and effectively communicates with others.
- b. Uses clear and concise verbal and written language.
- c. Conducts effective presentations.
- d. Keeps staff well informed of district/department information.
- e. Exercise good judgment and appraises supervisor, as appropriate, on personnel or sensitive issues.

III PUBLIC AND PERSONAL RELATIONS

ES MS NI DS NA

- a. Takes the initiative to deliver quality service in addressing customer needs.
- b. Relates well to staff, administrators, public and/or students and parents.
- c. Proactively manages and resolves conflicts/crises effectively.
- d. Is neat and professional in appearance.

LAWNDALE ELEMENTARY SCHOOL DISTRICT
Evaluation – Management/Confidential

Employee Name: _____

School Year: _____

IV WORK HABITS

ES MS NI DS NA

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Completes assignments accurately and prioritizes workload to meet deadlines. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Quality of work is appropriate to position. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Quantity of work is appropriate to position. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Follows direction and asks questions when necessary. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Models positive attendance patterns. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Observes assigned work hours. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Demonstrates knowledge of department/division goals and implements operating procedures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Works independently with minimum supervision. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Understands and adheres to Board Policies, collective bargaining agreements, department/site guidelines and procedures, and other related policies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PROFESSIONAL GROWTH GOALS

This section assesses the achievement of goals identified the previous year, and identifies goals for the following year.

I GOAL/ACCOMPLISHMENTS

a. Department Goal(s)

STATUS OF GOAL: ACHIEVED IN PROGRESS NOT ACHIEVED

b. Individual Goal(s)

STATUS OF GOAL: ACHIEVED IN PROGRESS NOT ACHIEVED

LAWNDALE ELEMENTARY SCHOOL DISTRICT
Evaluation – Management/Confidential

Employee Name: _____

School Year: _____

PROFESSIONAL GROWTH GOALS (Continued)

II OTHER ACCOMPLISHMENTS/RECOMMENDATIONS FOR GROWTH/FUTURE GOALS.

SIGNATURES

Signature of employee does not constitute agreement with the evaluation. The employee has the right to append this evaluation with a written statement within 10 days.

Employee Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____