



Craven County Schools
Performance Excellence Signature Sheet for Caregivers

Employee Position Site School Year

Fall
Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

Mid-Year
Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

Summative
Employee's Signature: Date:

Evaluator's Signature: Date:

(Please initial for each document reviewed and received)

- Reviewed & Copy Received Signature Sheet
Reviewed & Copy Received General Indicators
Reviewed & Copy Received Individual Growth Plan
Reviewed & Copy Received Employee and Supervisor's Comments

** Did employee meet performance goal(s)? [] Yes [] No [] Goal(s) to be continued

Name: _____

Site: _____

Year: _____

GENERAL INDICATORS FOR CAREGIVERS		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
1.	<i>Demonstrates and supports the Core Values in the classroom.</i>												
2.	<i>Demonstrates excellent oral and written communication skills.</i>												
3.	<i>Compiles with federal and state laws, as well as local policy and regulation.</i>												
4.	<i>Assists in ensuring that the facility is a safe, clean, and inviting learning and working environment.</i>												
5.	<i>Supports and systems approach to align school accreditation with the school improvement process and federal guidelines.</i>												
6.	<i>Demonstrates evidence of professional growth and actively participates in appropriate workplace staff development.</i>												
7.	<i>Reports to work regularly and on time, conforms to the established work schedule, and returns to work promptly after breaks.</i>												
8.	<i>Limits personal business during work time</i>												
9.	<i>Gives 24-hour notice of non-emergency absences.</i>												
10.	<i>Conforms to established dress code and has a professional appearance.</i>												
11.	<i>Maintains confidentiality of school related matters.</i>												
12.	<i>Assists in managing the reporting of student achievement, classroom performance and growth to the teacher and others.</i>												
13.	<i>Accurately monitors and corrects students' work while in progress.</i>												
14.	<i>Effectively assists in instructional preparation and support with minimal supervision</i>												
15.	<i>Accurately scores students' papers as instructed by teacher.</i>												
16.	<i>Promotes students' self-esteem, respect, and appreciation for diversity.</i>												
17.	<i>Praises student achievement and supports a positive learning environment for all students.</i>												
18.	<i>Monitors and corrects students' behavior in a firm, fair, consistent manner.</i>												
19.	<i>Mediates minor students' conflicts but reports major issues to the teacher.</i>												
20.	<i>Is able to organize and use time efficiently to maximize productivity.</i>												
21.	<i>Properly files paper work and ensures that materials, reports, and other information are carefully prepared, concise, accurate, and completed in a timely manner when submitted to supervisor and others.</i>												
22.	<i>Provides adequate supervision to students in the classroom and other locations.</i>												

* U = UNSATISFACTORY N = NEEDS IMPROVEMENT S = SATISFACTORY E = EXCELLENT

Name: _____

Site: _____

Year: _____

GENERAL INDICATORS FOR CAREGIVERS (cont.)		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
23.	<i>Proactively provides assistance (modifications, accommodations) as needed for students with special needs.</i>												
24.	<i>Possesses a working knowledge of the core subjects of the grade level to which assistant is assigned.</i>												
25.	<i>Possesses skills necessary to operate 21st Century classroom technology, audiovisual equipment, and office machines.</i>												
26.	<i>Receives constructive suggestions for improvement and implements needed changes.</i>												
RELATIONSHIP INDICATORS FOR CAREGIVERS		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
27.	<i>Demonstrates professional and ethical behavior.</i>												
28.	<i>Demonstrates passion, commitment, and loyalty to the values, priorities, and goals of the Craven County School System.</i>												
29.	<i>Demonstrates strong interpersonal communication and active listening when working with building administrators, students, staff, parents, central services personnel, and others.</i>												
30.	<i><u>OPTIONAL</u> - Maintains a valid CDL and is readily available to assist in building administrators or other schools with the transportation needs of students.</i>												
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INDIVIDUAL GROWTH PLAN FOR CAREGIVERS

Name: _____

Site: _____

Year: _____

CAREGIVER IMPROVEMENT GOALS

Goal 1– Required: Identify a goal for improvement based on an analysis of your General Indicators results.

Goal 2- Optional: Identify a goal for improvement based on an analysis of your General Indicators results.

Write a brief summary of progress made towards accomplishing your goal(s).

