

**EVALUATION FOR CLASSIFIED PERSONNEL (DISTRICT LEADERSHIP)**

Employee Name	
Position	
School/Department/Worksite	
Evaluator	
School Year	

**RATING DEFINITIONS**

The goal for each employee is to earn the rating of “Meets” for each standard. From time to time, employees may be rated “Exceeds” if performance is exemplary. Below are the definitions of the four ratings:

**Exceeds:** Meets and exceeds the normal expectations for work-related goals, responsibilities, or duties. Work performance is noticeably better than expected.

**Meets:** Meets the job requirements needed to capably handle work-related goals, responsibilities, or duties. Work performance is consistently at a competent level.

**Needs Growth:** Performance is not fully satisfactory. Performs many duties capably, meets some goals and objectives but requires improvement to fully meet expectations and standards; may require more supervision than expected for assignments. Work performance is approaching a competent level, but needs improvement.

**Does Not Meet:** Fails to meet job requirements. Unacceptable performance which may indicate a lack of willingness and/or ability.

<b>Standard 1: Strategic Leadership</b>	<b>Exceeds</b>	<b>Meets</b>	<b>Needs Growth</b>	<b>Does Not Meet</b>
Collaborates with the Superintendent to create a working relationship with the local Board of Education and District leadership team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Models and reinforces the culture and vision of the district by participating in open discussions with teachers, school leaders, staff, board members, and other stakeholders regarding the strategic direction of the District, encouraging their feedback on how to attain the district’s vision, mission, and goals</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Collaborate with the Superintendent to develop and implement a district strategic plan, aligned to the mission and goals set by the Kentucky Board of Education and local priorities</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Collaborates with Superintendent in determining financial priorities and budgets</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Assist the Superintendent in facilitating and implementation of federal, state, and local education laws and policies</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor comments:				

<b>Standard 2: Cultural Leadership</b>	Exceeds	Meets	Needs Growth	Does Not Meet
<u>Collaborates with the Superintendent to communicate a strong priority on teaching and learning with all stakeholders; consistently operating from those beliefs</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Assists the Superintendent in building community understanding of what is necessary for all students to succeed</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Assists the Superintendent in creating a unified school district with shared vision and equitable practices</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Builds trust and promotes a sense of well-being among all stakeholders</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Routinely celebrates and acknowledges District successes, as well as, areas needing growth</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Supports and engages in the positive cultural traditions of the community</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Assists the Superintendent in creating opportunities for staff involvement in the community and community involvement in the schools</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Assists the Superintendent in creating an environment that values and promotes diversity</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor comments:				

<b>Standard 3: Human Resources Leadership</b>	Exceeds	Meets	Needs Growth	Does Not Meet
<u>Assists the Superintendent to ensure that necessary resources, including time and personnel, are allocated to achieve the District's goals for achievement and instruction</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Assists the Superintendent in creating and monitoring processes for educators to assume leadership and decision-making roles</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Assists the Superintendent in ensuring processes for hiring, inducting, and mentoring new teachers, new school leaders and other key staff that results in the recruitment and retention of highly qualified and diverse personnel</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Assists the Superintendent in developing appropriate succession plans for key District roles and places staff in strategically effective positions</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Provides for results-oriented professional growth and learning that is aligned with curriculum, instructional, and assessment needs; is connected to district strategic plans; and is differentiated based on staff needs</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Assists the Superintendent in ensuring all staff are evaluated in a fair and equitable manner and that results of evaluations are used to improve performance; holds high standards for performance and take necessary personnel actions to ensure effective operations</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor comments:				

<b>Standard 4: Managerial Leadership</b>	Exceeds	Meets	Needs Growth	Does Not Meet
<u>Prepares and oversees a budget that aligns resources with the District vision and needs</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Collaborates with the Superintendent to identify and plan for facility and technology needs</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Assists Superintendent in continually assessing programs and resource allocation</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Collaborates with the Superintendent in developing and enforcing clear expectations for efficient operations of the district including the efficient use of technology</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Builds consensus and resolves conflict effectively</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Assures an effective system of district-wide communication</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Works with local and state agencies, and vendors as appropriate, to develop and implement emergency plans</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor comments:				

<b>Standard 5: Other Professional Responsibilities</b>	Exceeds	Meets	Needs Growth	Does Not Meet
<u>Provides exceptional customer service and maintains a positive rapport with coworkers, parents, staff, and students</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Seeks relevant expert advice and assistance, as needed, before taking action</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Is proactive in addressing issues</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Produces rational solutions based upon established criteria related to work responsibilities</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Consistently and accurately meets and / or exceeds the volume of work expected in a timely manner</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Meets deadlines when they exist; shifts to new tasks as priorities change</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Has the ability to identify under-utilized or over-extended staff under supervision</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Appropriately handles staff needs quickly and professionally</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Schedules personal leave and work calendar to ensure departmental tasks are assigned and covered</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor comments:				

Overall, does the employee meet the designated performance standards?  Yes  No

Improvement in growth areas noted on this evaluation can be achieved by the following:

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Evaluator Summary Comments:

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**This review has been discussed with the employee who has been provided a copy.  
Signatures acknowledge completion of the evaluation and not necessarily agreement.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee's Comments:

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