



Pamlico County Schools
Performance Excellence Signature Sheet for Support Staff

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 SUPPORT STAFF		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
1.	<i>Demonstrates and supports the district mission in the classroom.</i>												
2.	<i>Demonstrates excellent oral and written communication skills.</i>												
3.	<i>Complies 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>Is accountable for continual improvement and achieving results.</i>												
6.	<i>Presents a positive image for the district while conducting business or engaged in any district related activity.</i>												
7.	<i>Manages reporting of student achievement, performance and growth to the appropriate stakeholders/customers.</i>												
8.	<i>Participates in appropriate workplace staff development.</i>												
9.	<i>Attends work daily and 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>Completes assigned tasks in a timely manner.</i>												
RELATIONSHIP INDICATORS FOR SUPPORT STAFF		FALL				MID-YEAR				SUMMATIVE			
		U	N	S	E	U	N	S	E	U	N	S	E
13.	<i>Demonstrates professional and ethical behavior.</i>												
14.	<i>Demonstrates passion, commitment, and loyalty to the values, priorities, and goals of the Pamlico County School System.</i>												
15.	<i>Demonstrates strong interpersonal communication and active listening when working with building administrators, students, staff, parents, central services personnel, and others.</i>												
16.	<i>Ensures that materials, reports and other information forwarded to the supervisor and others are carefully prepared, concise, accurate, and received in a timely manner.</i>												
17.	<i>Monitors and reports workplace performance to supervisor.</i>												
* U = UNSATISFACTORY N = NEEDS IMPROVEMENT S = SATISFACTORY E = EXCELLENT													

INDIVIDUAL GROWTH PLAN FOR SUPPORT STAFF

Name: _____ Site: _____ Year: _____

SUPPORT STAFF 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).

Year: _____

SUPERVISOR'S COMMENTS

[illegible][illegible]