Powell County Schools
Classified Evaluation
CLERICAL/OFFICE PERSONNEL

Name: _____ Position: _____

Building Location: _____ School Year: _____

CLERICAL/OFFICE PERSONNEL EVALUATION PROCESS

Component of Evaluation Process	Clerical/Office Personnel	Supervisor
Self-Reflection	Completed by August 30th or within 30 days of hire	Reviewed by September 15th or within 15 days of due date for new hires
Professional Growth Plan	Completed by August 30th or within 30 days of hire	Approved by September 15th or within 15 days of due date for new hires
Beginning of the year conference to review self-reflection and PGP, establish goals, and discuss concerns	Conference between evaluatee and supervisor by September 15th or within 15 days of hire for new hires	Conference between evaluatee by September 15th or within 15 days of hire for new hires
Professional Learning	Document throughout the year; best practice to complete required hours prior to summative evaluation but Due June 30th	Review during summative evaluation
Summative Evaluation	To be completed by the supervisor and reviewed with the evaluatee by May 1st	To be completed by the supervisor and reviewed with the evaluatee by May 1st Must be filed with the evaluation coordinator by May 15th

Powell County Clerical/Office Personnel Self-Reflection Page 1 of 2

Using the Clerical/Office Personnel Performance Standards, complete your self-reflection on the next two slides by assessing yourself as satisfactory, improvement needed, or unsatisfactory for each performance standard and identify strengths and areas of growth for each standard.

Due Date: August 30th or within 30 days of hire

Performance Standard	**Standard Description**	**Self-Assessment** (Satisfactory, Needs Improvement, or Unsatisfactory)	**Strengths and areas for growth**
Standard 1 Job Knowledge and Skills	Has the skills and knowledge to perform all tasks required for the position including the use of required technology for the position.		
Standard 2 Quality of Performance	Performs all tasks required for the position accurately and efficiently.		
Standard 3 Productivity of Performance	Performs all tasks required for the position on time and without frequent reminders.		

Powell County Clerical/Office Personnel Self-Reflection Page 2 of 2

Performance Standard	**Standard Description**	**Self-Assessment** (Satisfactory, Needs Improvement, or Unsatisfactory)	**Strengths and areas for growth**
Standard 4 Responsibility	Maintains confidentiality, is well organized, makes good judgment, and takes initiative in seeking other tasks when extra time is available.		
Standard 5 Attendance	Maintains punctuality and good attendance record.		
Standard 6 Interpersonal Relationships	Has good rapport and communication skills with co-workers, students, supervisors, parents, and community members.		

Staff Signature: _____ Date: _____

Powell County Clerical/Office Personnel Professional Growth Plan Page 1 of 2

Using your self-reflection, additional data, and consultation with your supervisor, complete your professional growth plan by developing two professional growth goals and identifying the standard(s) aligned to each of your growth goals.

Due Date: August 30th or within 30 days of hire

Professional Growth Goal #1	
Standard(s) Aligned to Professional Growth Goal	

Professional Growth Goal #2	
Standard(s) Aligned to Professional Growth Goal	

Powell County Clerical/Office Personnel Professional Growth Plan Page 2 of 2

Comments	Clerical/Office Personnel Comments	Supervisor Comments
Comments for Initial Approval *Completed at Beginning of the Year Conference*		
Comments for End of Year Review *Completed at End of Year Conference*		

Conference	Date	Clerical/Office Personnel Signature	Supervisor Signature
Beginning of Year Conference			
End of Year Conference			

Powell County Clerical/Office Personnel Professional Learning Log

Document all Professional Learning hours on the Powell County Learning Log Slide to review with your supervisor during the end of year conference.

Due Date: June 30th

Best Practice to be completed prior to your Summative Evaluation

Date	Hours *24 required*	Name of Professional Learning Engaged or Presented	Professional Reflections

TOTAL: _____

Staff Signature: _____ Date: _____

Powell County Clerical/Office Personnel Summative Evaluation

Using data collected through daily performance, conferences, and other sources of evidence, your supervisor will complete the summative evaluation

Due Date: May 1st

Name: _____ Position: _____

JOB KNOWLEDGE AND SKILLS: ***Has the skills and knowledge to perform all tasks required for the position including the use of required technology for the position.***	**S**	**I**	**U**	**N/A**
A. Has necessary knowledge and skills to complete tasks required in current position				
B. Understands and completes all records, reports, and documents required				
C. Has working knowledge of equipment/materials that are necessary for completion of assigned task				
QUALITY OF PERFORMANCE: ***Performs all tasks required for the position accurately and efficiently.***	**S**	**I**	**U**	**N/A**
A. Completes tasks assigned accurately and without close supervision				
B. Is organized and follows all directions				
C. Uses proper safety measures in completion of tasks				
PRODUCTIVITY OF PERFORMANCE: ***Performs all tasks required for the position on time and without frequent reminders.***	**S**	**I**	**U**	**N/A**
A. Completes the required volume of work assigned				
B. Completes the assigned task on time and without frequent reminders				
C. Takes initiative in seeking and completing additional unassigned task				
RESPONSIBILITY: ***Maintains confidentiality, is well organized, makes good judgment, and takes initiative in seeking other tasks when extra time is available.***	**S**	**I**	**U**	**N/A**
A. Uses discretion with confidential and privileged information				
B. Uses good judgment in performing job duties				
C. Completes job duties without close supervision				

ATTENDANCE: ***Maintains punctuality and good attendance record.***	**S**	**I**	**U**	**N/A**
A. Maintains a good attendance record				
B. Reports to work on time and remains at work for the entire scheduled work day				
C. Returns to work from break and/or lunch on time				
INTERPERSONAL RELATIONSHIPS: ***Has good rapport and communication skills with co-workers, students, supervisors, parents, and community members.***	**S**	**I**	**U**	**N/A**
A. Has positive rapport with students, co-workers, and administration				
B. Has positive rapport with parents, community members and other stakeholders				
C. Has good communication skills both written and oral				

Clerical/ Office Personnel Comments:	
Supervisor Comments:	

Recommended for re-employment		**Not recommended for re-employment**	

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The signing of this document does not imply agreement or disagreement with the content of this report. Classified employees have the right to appeal the substance and/or procedure of this summative evaluation within five (5) working days.