# Powell County Schools
# Classified Evaluation
# TRANSPORTATION
# (OTHER)

**Name: _____ School Year: _____**

## CLASSIFIED EVALUATION PROCESS

| Component of Evaluation Process | Evaluatee | 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<br><br>Must be filed with the evaluation coordinator by May 15th |

# Powell County Transportation Self-Reflection Page 1 of 2

***Using the Transportation 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 Transportation 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. | | |

**Evaluatee Signature: _____ Date: _____**

# Powell County Transportation 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 Transportation Professional Growth Plan
# Page 2 of 2

| Comments | Evaluatee 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 | Evaluatee Signature | Supervisor Signature |
|---|---|---|---|
| **Beginning of Year Conference** | | | |
| **End of Year Conference** | | | |

# Powell County Transportation 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 |
|---|---|---|---|
| | | | |
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| | | | |

**TOTAL: _____**

**Employee Signature: _____ Date: _____**

# Powell County Transportation 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 transportation and administration | | | | |
| **B.** Has positive rapport with parents, community members and other stakeholders | | | | |
| **C.** Has good communication skills both written and oral | | | | |

| | |
|---|---|
| **Evaluatee Comments:** | |
| **Supervisor Comments:** | |

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

**Evaluatee 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.***