

Thompson School District Classified Evaluation Performance Rating Guidelines

Job Standard #1 – Job Knowledge	Does not meet Expectations (0)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
1. Understands job duties, responsibilities and technology needed to maximize job performance	Lacks basic knowledge of job duties, responsibilities and technology and shows no effort to improve	Demonstrates limited knowledge of job duties, responsibilities and technology. May require periodic redirection	Uses knowledge of job duties, responsibilities and technology independently	Is innovative and creative with job duties, responsibilities, and technology often developing suggestions for improvement
2. Knowledgeable of techniques, methods and procedures to do the job	Lacks basic knowledge of techniques, methods and procedures to do the job and shows no effort to improve	Demonstrates limited knowledge of techniques, methods and procedures necessary for job completion. Outcomes are unreliable or inconsistent Displays a basic skill level	Consistently expands knowledge of techniques, methods and procedures by using problem solving when necessary Displays a proficient skill level	Models, mentors and inspires others on ways to increase efficiency and effectiveness through knowledge of techniques, methods and procedures Displays advanced skill level
3. Quality of work (accuracy, thoroughness, competence)	Work is incomplete, inaccurate or requires re-doing which has a negative impact on efficiency	Work is completed inconsistently; follow-up from supervisor is required to ensure accuracy Completed work is at a basic level	Work is completed accurately and timelines are met Shows flexibility and prioritization in completing the tasks required Completed work is at a proficient level	Anticipates upcoming needs and requirements and completes the work ahead of schedule Has out-of-the-box thinking, and is able to problem solve in an unusual situation Completed work is at an advanced level
4. Uses all applicable resources appropriately	Lacks knowledge of applicable resources to complete the job and shows no effort to acquire knowledge of applicable resources to complete the job	Displays difficulty understanding when and where to locate necessary resources to complete job appropriately. May require periodic redirection	Accurately uses and applies knowledge of resources to complete job effectively and efficiently	Initiates opportunities for professional development and stays abreast of changes in resources Mentors and assists others on use of resources to complete the job effectively and efficiently

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Job Standard #2 – Job Competence	Does not meet Expectations (0)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
1. Work Habits/Safety	Habitually disregards sound safety practices Consistently requires prompting and direct supervision to complete job, calling for immediate and substantial improvement Lacks minimal knowledge of job requirements and shows no effort to improve Has failed to rectify unacceptable attitude and/or performance	Repeated incidents of avoidable safety violations Compliance with stated procedures, guidelines Demonstrates difficulty in remaining focused on the task at hand or working independently. Regularly needs supervision and support Contributes to overall department operations, productivity, and morale when prompted Inconsistent in compliance with applicable procedures, guidelines and/or regulations	Regularly maintains organized work area to ensure a safe work environment Works independently with minimal supervision Regularly contributes to overall department operations, productivity, and morale Proper and acceptable use of district assets and equipment Maintains compliance with applicable procedures, guidelines and/or regulations	Heightened awareness of safety concerns outside of own work area and makes recommendations for safety improvements Is consistently prepared for daily tasks and is self-managed Contributions create a positive impact on department morale with regards to professionalism by encouraging, leading and supporting change Demonstrates and promotes employees proper and acceptable use of district assets and equipment
2. Quantity of Work (above and beyond requirements, shows initiative)	Does not meet pre-determined deadlines or commitments Does not satisfy job requirements that impact department site operations, productivity and morale	Inconsistent in completing the required tasks and commitments within expected timeframe	Completes required tasks and commitments within expected time frame	Consistently meets commitments and goes above and beyond job requirements Takes initiative to identify and satisfy additional tasks. Displays high level of productivity
3. Time Management (prioritizing and completing tasks)	Does not prioritize work. Does not demonstrate efforts to improve identified areas which impact department/site operations, productivity and morale	Demonstrates limited ability to prioritize work, contributing to inefficiency of department/site operations Inconsistent in meeting deadlines	Prioritizes work and completes tasks in a reasonable amount of time relative to job responsibilities	Consistently exhibits exemplary skills in prioritizing work and other assigned responsibilities which creates a highly efficient, productive work environment
4. Uses all applicable resources appropriately	Does not use district, site, or department resources appropriately Violates district policy	Use of district, site, or department resources is limited or ineffectual Misinterpretation or non-compliance with district policy results in negative impacts to department/site or personnel	Effectively uses district, site or department resources Understands and complies with district policies and uses them as a resource to guide their work	Consistently uses district, site, or department resources and seeks alternative opportunities Demonstrates compliance and an in depth knowledge of district policies, mentors other employees on utilization of policies to guide their work

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Job Standard #3 – Professionalism	Does not meet Expectations (0)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
1. Maintains Confidentiality	Intentionally shares private or confidential information with non-involved parties. Confidential information and materials are left unattended	Attempts to maintain confidentiality, and follow departmental/school guidelines for communication to all stakeholders	Is purposeful in maintaining confidentiality at all times including conversations, information, materials, and records, etc.	Is exceptional in maintaining confidentiality at all times
2. Follows department and district policies and procedures	Has no knowledge or does not comply with department, district policies, state and federal regulations	Attempts to following department and district policies and procedures for communication to all stakeholders	Knows and complies with department and district policies, state and federal regulations and procedures	Is exceptional in following department and district policies and procedures at all times
3. Teamwork/Collaboration	Unwilling to participate in a team setting Does not support team and district goals Resists improvement measures toward team and district goals	Attempts to understand goals and is able to meet some, but not all team and district goals Lack of visible effort to build rapport among peers Inconsistently contributes to team activities including positive relationship building and goal setting	Understands and works to meet department and district goals Supports and actively participates in team improvement efforts by valuing and encouraging diverse ideas	Provides leadership to meet department and district goals Positively influences others through team collaboration and promoting a team effort Provides leadership when helping others to successfully make improvements. Creates opportunities for others to excel
4. Dependability/Attendance	Frequently tardy or absent Poor attendance negatively impacts job performance and/or quality of work Fails to follow through on commitments May not follow absence-reporting procedures	Occasional tardiness or absences in excess of available leave impacts performance and/or workflow Follow-through is limited and inconsistent impacting efficiencies and commitment	Punctual Follow-through is reliable and consistent with job expectations Employee uses available leave appropriately	Employee is on time and highly reliable Follow-through contributes to highly efficient processes and effective workflow within job area Employee is mindful and considerate in use of leave

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Job Standard #4 – Communication/Interpersonal Skills	Does not meet Expectations (0)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
1. Expresses themselves clearly and appropriately	Communication is unclear or non-communicative where communication is needed Displays inappropriate expressions; negative, argumentative or disrespectful tone to supervisor, other staff, or community members	Expresses themselves when prompted Sometimes written and verbal communication is interpreted or disseminated in a poor or ineffective manner Generally demonstrates respectful tone and attitude	Understands and works to effectively communicate written and spoken messages and information with immediate work group or supervisor Actively expresses themselves in a respectful, positive manner which shows enthusiasm and a friendly attitude	Understands and effectively communicates both written and spoken messages and information so that those within and outside their work group can easily understand it Models and mentors others within their work group on effective communication strategies
2. Client Relations (satisfaction with services and work)	Repeatedly fails to respond to client requests Demonstrates rude and negative attitude, and has difficulty interacting with clients	Displays a minimal understanding of client needs; responses are poor or ineffectual	Addresses client needs in a timely, helpful manner Response to client is helpful and courteous	Proactively create solutions and standards that improve client relations with all stakeholders. Seeks to better understand the client's position Models and mentors others on effective client relations skills
3. Public Relations (models and inspires a positive outlook)	Presents a negative and reactive attitude about the district's (or site's) core values and Strive 2025 goals to staff and community Represents district inaccurately or ineffectively Demonstrates inappropriate behaviors regarding race, culture, gender, sexual orientation or religion	Has a minimal understanding of or is indifferent to district goals and core values Inconsistently represents the district in a positive manner Displays difficulty in responding to differences in employees who represent a different race, culture, sexual orientation, gender or religion	Understands, demonstrates and supports district core values and goals within immediate work group Represents the district in a proactive and positive manner Understands how culture influences a person's work and responds positively to employees who represent a different race, culture, sexual orientation, gender or religion	Models and inspires a positive outlook on the districts core values and goals to students, staff, and community members Mentors others on how culture can influence a person's work and models positive response to employees who represent a different race, culture, sexual orientation, gender or religion Demonstrates a desire to reduce barriers and build respectful relationships