

# Oregon City School District

## Classified Employee Evaluation

**School Year:** 201\_ - 201\_

| <u>Employee</u>          | <u>Evaluator</u>         |
|--------------------------|--------------------------|
| Full name: _____         | Full name: _____         |
| Position/Building: _____ | Position/Building: _____ |

### **SECTION ONE:**

- Attendance/Punctuality- Maintains appropriate attendance, avoids tardiness, and utilizes breaks/lunch per assigned schedule. Attends scheduled duties and meetings as assigned.**

| Does not meet  | Progress toward meeting   | Meets expectations  | Exceeds expectations  |
|--|---|---|---|
| Absences and/or tardiness are frequent and interfere with job performance. Proper notification of absence or lateness is not given. Leave and reporting procedures are not followed. | Absence and/or tardiness may interfere with job performance. Occasionally absent or tardy without proper notification. Inconsistently complies with leave and reporting procedures. | Consistently observes working hours with minimum absences. Provides proper notification of absences. Appropriately and prudently uses leave, adhering to district leave policies. | Attends all scheduled workdays excluding emergency/business leave, professional development, and vacation. Leave and reporting procedures are followed. |

**Comments:**

**2. Quantity of Work - Produces the amount of work necessary to meet job requirements within the expected time span. Assesses what needs to be done to accomplish job responsibilities. Takes appropriate actions to complete assigned tasks.**

| Does not meet   | Progress toward meeting   | Meets expectations   | Exceeds expectations   |
|---|---|--|--|
| Assigned tasks are rarely complete by expected deadlines. Appropriate priorities are not maintained. Structure and organization is lacking. | Occasionally completes tasks in timely and useful manner. May need support to prioritize and structure day. | Consistently completes assigned tasks in a thorough, orderly, timely manner. | Anticipates work needs and completes work tasks, as deadlines require. Takes initiative to support/assist with tasks of others when time allows. |

**Comments:**

**3. Quality of Work - Performs work assignments with accuracy, thoroughness, and neatness.**

| Does not meet  | Progress toward meeting  | Meets expectations   | Exceeds expectations  |
|--|--|--|---|
| Routinely produces inaccurate, incomplete, and/or low-quality work. Work often needs to be redone/revised. | Inconsistently produces work that meets expectations for accuracy, thoroughness, and neatness. Work occasionally needs to be redone/revised. | Consistently completes work with accuracy, thoroughness, and neatness. Work seldom needs to be redone/revised. | Completes work with an exceptional degree of accuracy and detail. Work is exemplary and can be relied upon. |

**Comments:**

**4. Job Knowledge - Demonstrates a thorough understanding of job duties and current procedures and practices. Uses and maintains equipment, technology, and supplies in a safe, proper and efficient manner.**

| Does not meet   | Progress toward meeting   | Meets expectations   | Exceeds expectations  |
|---|---|--|---|
| Performance demonstrates misunderstanding of assigned work and the impact on other areas. Resources, equipment, and technology are not used or are used inappropriately for the position. Training is neglected and/or not applied. | Inconsistently exhibits understanding of assigned work and the impact on other areas. Occasionally uses resources, equipment, and technology for the position. Inconsistently attends trainings and/or inconsistently applies new learning. | Consistently exhibits clear understanding of assigned work and the impact on other areas. Regularly uses all resources, equipment, and technology for the position. Attends trainings; quickly learns new procedures and/or processes; and begins efficient application. | Serves as a reliable resource to others regarding work processes and procedures. Continuously strives to improve processes, procedures, and routines. Applies professional development that improves job knowledge and performance. |

**Comments:**

**5. Policy, Regulations & Safety Practices - Knows and complies with applicable rules, regulations and board policies. Knows and follows applicable safety rules and guidance; promotes a safe school environment.**

| Does not meet  | Progress toward meeting  | Meets expectations  | Exceeds expectations   |
|--|--|---|--|
| Many policies, procedures, and work rules are not followed. Reminders about safety practices and standards are frequently necessary. | Understands most policies, procedures, and work rules but does not follow them without input/direction. Inconsistently demonstrates good safety practices. | Understands and follows policies, procedures, and work rules. Routinely implements expected safety practices. | Actively inquires about, comprehends, and implements policies, procedures, and work rules. Is an example for others in understanding and implementation of safety practices? |

**Comments:**

**6. Decision-making - Demonstrates ability to collaborate, problem-solve and base actions on fact rather than emotion.**

| Does not meet  | Progress toward meeting   | Meets expectations   | Exceeds expectations   |
|--|---|--|--|
| A lack of judgment under normal circumstances is frequently apparent. Reactive rather than responsive. | Under normal circumstances inconsistent in making sound decisions, anticipating needs, and using good judgment. | Under normal circumstances makes sound decisions, anticipates needs, and uses good judgment. | Consistently makes sound decisions, anticipates needs, and uses good judgment under both normal and unusual circumstances. |

**Comments:**

**7. Interpersonal Relations - Maintains cooperative, tactful and courteous relationships with students, co-workers, supervisors and the public.**

| Does not meet  | Progress toward meeting  | Meets expectations   | Exceeds expectations  |
|--|--|--|---|
| Treatment of others lacks respect, fails to value diversity, and promotes rather than resolves conflict. | Inconsistently treats people with respect, does not always value diversity or resolve conflict professionally. | Consistently treats all people with respect, values diversity, and resolves conflict professionally. | Actively promotes respect, the value of diversity, and conflict resolution among all. Serves as a role model to others. |

**Comments:**

**8. Adaptability/Flexibility - Demonstrates positive attitude when change occurs. Adapts and accepts feedback as it applies to the tasks at hand.**

| Does not meet  | Progress toward meeting  | Meets expectations  | Exceeds expectations   |
|--|--|---|--|
| Changes in job duties meet with resistance; suggestions to implement changes in responsibilities, methods, and procedures are ignored. Flexibility is not demonstrated in response to special circumstances. | Does not always adapt to changes in job duties or accept suggestions to implement changes in responsibilities, methods, and procedures. Inconsistently demonstrates flexibility in order to accommodate special circumstances. | Readily adapts to changes in job duties. Accepts suggestions and takes steps to implement changes in responsibilities, methods, and procedures. Demonstrates flexibility in order to accommodate special circumstances. | Responds confidently to the demands of work when confronted with change, adversity and other challenges. |

**Comments:**

**9. Communication - Uses appropriate and effective speaking, listening and/or writing skills (as appropriate to the position).**

| Does not meet   | Progress toward meeting  | Meets expectations   | Exceeds expectations   |
|---|--|--|--|
| Communications are ineffective, inappropriate, or inconsistent. Communications are rarely courteous, complete, timely, carefully constructed, and/or appropriate to the audience/context. | Inconsistently demonstrates effective written and/or verbal communication. Communications are inconsistently courteous, complete, timely, carefully constructed, and/or appropriate to the audience/context. | Demonstrates effective written and/or verbal communication. Communications are consistently courteous, complete, timely, carefully constructed, and appropriate to the audience/context. | Demonstrates excellent written and/or verbal communication. Communications are consistently courteous, complete, timely, carefully constructed, and appropriate to the audience/context even in the face of adversity. |

**Comments:**



Instructions to Evaluator:

**Two weeks before** the meeting please send a blank form to the employee. This is a reminder and an opportunity to prepare for the conversation. The evaluator has the final copy that will be signed by both parties following the face-to-face meeting.

**In section one;** please evaluate the employee on each appropriate performance component (1 to 10) listed. Indicate your assessment by (highlight / shade) the appropriate section that best describes the employee performance. If you indicate “Does not meet” or “Progress toward meeting” be sure to write a specific explanatory comment in the appropriate space in comment section below the component.

**Section two;** evaluators are to use the narrative as a way to communicate employee progress.