

Meridian CUSD #223

Educational Support Personnel Staff Evaluation

Staff Member:

Evaluator:

Standard	Unsatisfactory (1)	Needs Improvement (2)	Proficient (3)	Excellent (4)
Work Quality				
Promptness				
Attendance				
Reliability				
Conduct				
Judgment				
Cooperation				
Professional Development				
Total				

29 and above, no Needs Improvement/Unsatisfactory

23-28, No Unsatisfactory

17-22, No more than 2 Unsatisfactory

16 and below

Excellent

Proficient

Needs improvement

Unsatisfactory

Overall Rating:

Standard	Unsatisfactory	Needs Improvement	Proficient	Excellent
Work Quality	Unable or unwilling to perform duties as assigned to the expected standard. Unable or unwilling to identify problems or resolve issues.	Performs most duties as assigned to the expected standard. Inconsistently able to identify problems and resolve issues. Needs regular supervisor intervention to complete work.	Performs all duties as assigned to the expected standard. Consistently able to identify problems and begin resolving issues without supervisor intervention.	In addition to proficient - also provides insightful ideas to improve work. Work produced is of a higher standard than expected. Able to prevent problems from re-occurring and document solutions.
Promptness	Unable or unwilling to perform tasks, initiate or reply to communication (written, verbal, or electronic), and accomplish goals in the expected or approved time frame.	Completes tasks, initiates or replies to communication (written, verbal, or electronic), and accomplishes goals but with additional prompting, after the expected or approved time frame.	Consistently completes tasks, initiates or replies to communication (written, verbal, or electronic), and accomplishes goals in the expected or approved time frame.	In addition to proficient - also is driven to complete tasks or achieve goals ahead of deadlines.
Attendance	Frequently unable or unwilling to arrive to work on time or fulfill scheduled work hours. Does not follow district policy in regards to using time off. Exceeds the amount of non-attendance days as provided to the employee without appropriate documentation.	Occasionally does not arrive to work on time or fulfill scheduled work hours.	Arrives on time to work and fulfills scheduled work hours. Is honest with time off requests and submits them ahead of time when possible.	In addition to proficient - also comes in early or stays late as requested and is flexible with hours depending on needs of the district.
Reliability	Consistently unable or unwilling to follow through on responsibilities even with supervisory intervention.	Attempts to follow through on responsibilities, but occasionally requires supervisory intervention for routine tasks.	Follows through on responsibilities and completes work. Able to synthesize instructions and complete tasks with minimal supervisory support.	In addition to proficient - also attempts to provide consistent performance regardless of situation. Employee supports others who are struggling when appropriate.
Conduct	Violates standards and expectations regarding behavior, integrity and ethics. Does not keep information confidential.	Incidents violating standards and expectations regarding, behavior, integrity and ethics are rare. No more than one incident of not keeping information confidential.	Meets standards and expectations regarding confidentiality, behavior, integrity and ethics. Takes part in a culture of integrity and represent the district and department in a positive fashion when interacting between and among stakeholders	In addition to proficient, takes a leadership role to actively ensure standards and expectations regarding confidentiality, behavior, integrity and ethics are met. Establishes and maintains a culture of integrity and is positively recognized by stakeholders

Judgment/ Initiative	Consistently waits for things to happen, needs to be told what action is necessary for each task, does not seek additional work and does not work to improve work procedures. Unable or unwilling to accomplish work or utilize time and resources. Cannot discern when issues need supervisor attention	Occasionally acts on own judgment but frequently needs to be told to do so; needs reassurance and occasionally works to improve work procedures. Is not able to prioritize work without supervision. Has difficulty utilizing time and appropriate resources. Able to discern when issues need supervisor attention	Takes action; self-motivated does not need reassurance or direction from supervisor and works to improve performance. Can prioritize work and is able to move between projects if priorities change. Utilizes resources and time wisely. Able to discern when issues need supervisor attention	In addition to proficient –shows willingness to take on tasks above and beyond normal duties, including problem solving. Only requires supervisor action if decision involves responsibilities outside of assigned duties, other employees, Board of Education, community, or outside party. Able to identify deficiencies or ineffective work flows and provide constructive suggestions
Cooperation	Consistently displays a negative attitude when working with others. Unable or unwilling to work with other employees. Is unwilling to be flexible when change in task/assignment is necessary. Takes a passive role in discussions, projects, and duties.	Occasionally displays a negative attitude when working with others. . Is occasionally unwilling to be flexible when change in task/assignment is necessary. Rarely takes an active role in discussions, projects, and duties	Interacts in a courteous manner with others, takes the necessary time to listen when others are communicating. Is willing to be flexible when change in task/assignment is necessary. Takes active role in discussions, projects, and duties	In addition to proficient – takes an active leadership role in discussions, projects, and duties and leads by example. Is willing to be flexible and encourages others to be flexible when change in task/assignment is necessary.
Professional Development	The employee does not participate in professional development activities and makes no effort to share knowledge with colleagues. The employee is resistant to feedback from supervisors or colleagues.	The employee participates in professional development activities that are convenient or are required, and makes limited contributions to the profession. The employee accepts, with some reluctance, feedback from supervisors and colleagues.	The employee seeks out opportunities for professional development based on an individual assessment of need and actively shares expertise with others. The employee welcomes feedback from supervisors and colleagues.	The employee actively pursues professional development opportunities and initiates activities to contribute to the profession. In addition, the employee seeks feedback from supervisors and colleagues.