### Self-Assessment Form

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Supervisor:</td>
</tr>
</tbody>
</table>

#### Performance Evaluation Ratings

<table>
<thead>
<tr>
<th>Rating</th>
<th>Definition</th>
<th>Implication for Professional Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory (U)</td>
<td>Does not meet standard; performs below expectations; requires direct intervention and support to improve practice.</td>
<td>Program assistance for improvement</td>
</tr>
<tr>
<td>Basic (B)</td>
<td>Making sufficient progress toward meeting standard; meets expectations for good performance most of the time and shows continuous improvement; expected improvement through focused professional learning and growth plan.</td>
<td>Targeted goal setting</td>
</tr>
<tr>
<td>Proficient (P)</td>
<td>Consistently meets expectations for standard; demonstrated effective practices; continues to improve professional practice through ongoing professional learning.</td>
<td>Increased leadership responsibilities and opportunities</td>
</tr>
<tr>
<td>Exemplary (E)</td>
<td>Consistently exceeds expectations for good performance; demonstrated highly effective practices; continues to expand expertise through professional learning and leadership opportunities.</td>
<td>Increased leadership responsibilities and opportunities</td>
</tr>
</tbody>
</table>

#### Self-Assessment

*Please provide a rating for each indicator.*

<table>
<thead>
<tr>
<th>Standard 1: Quality of Work</th>
<th>U</th>
<th>B</th>
<th>P</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Work is accurate, thorough, neat and completed in a timely manner.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Effectively produces work in accordance with job description and the needs of the school.</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Standard 2: Job Knowledge</th>
<th>U</th>
<th>B</th>
<th>P</th>
<th>E</th>
</tr>
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<tbody>
<tr>
<td>• Demonstrates knowledge of job duties and their purpose.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Demonstrates skill in job performance, requiring minimal direction.</td>
<td></td>
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<table>
<thead>
<tr>
<th>Standard 3: Flexibility and Adaptability</th>
<th>U</th>
<th>B</th>
<th>P</th>
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<tr>
<td>• Learns new tasks and assignments willingly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Handles situations appropriately as they arise, even in stressful conditions</td>
<td></td>
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<td></td>
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### Standard 4: Initiative
- Seeks new or additional assignments when appropriate or necessary.
- Involved in solving problems and offers constructive solutions.

### Standard 5: Judgment and Decision Making
- Uses good judgment and make appropriate decisions.

### Standard 6: Organization
- Tasks are organized, prioritized, and planned out.
- Materials, equipment, and work area are clean, organized and ready.

### Standard 7: Efficiency
- Tasks are organized and completed efficiently.
- Materials are organized and used efficiently.

### Standard 8: Care and Operation of Equipment
- Properly maintains and operates equipment.

### Standard 9: Safety
- Follows safety guidelines.
- Maintains and promotes a safe work environment.

### Standard 10: Compliance
- Has adequate knowledge of and adheres to school policies, procedures and regulations - including recordkeeping and documentation.

### Standard 11: Attendance & Punctuality
- Attends work and leaves at appropriate times.
- Complies with school processes and procedures regarding sick leave, personal leave and vacation time.
- Arrives for work and work appointments on time.

### Standard 12: Appearance
- Appearance and attire is professional and appropriate for the work.

### Standard 13: Relationships, Communication and Professionalism
- Develops effective working relationships.
- Represents school values in relationships, communication and professionalism with the general public and all stakeholders.

### Standard 14: Climate of Respect and Learning
- Promotes an environment of equity, respect and positive interpersonal.
• Has high expectations for student success, quality work and student achievement.

**Standard 15: Student Procedures and Physical Environment**

• Develops and employs procedures that promote student learning and positive interactions consistent with school programs.

• Creates safe and accessible environments for students.

**Standard 16: Managing Student Behavior**

• Clearly communicated and enforces school expectations.

• Addresses inappropriate behavior consistently and appropriately.

• Proactively addresses student behavior.

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**What do you see as your accomplishments in this position?**


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**What do you see as your strengths?**


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**Considering the areas where growth may be needed, what are two goals you would like to achieve during the current school year?**

1.


---

3
2. What might your supervisor do or provide to support and assist you in meeting your goals?

Additional Comments

__________________________  ______________
Employee's Signature          Date

__________________________  ______________
Evaluator's Signature         Date
Summative Assessment Form

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**Comments:**

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Additional Comments

I have discussed this evaluation with the evaluator. I certify this evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement.

______________________________________    __________________
Employee’s Signature                        Date

______________________________________    __________________
Evaluator’s Signature                        Date