

## Self-Assessment Form

Employee Name:	Date:
Position:	Supervisor:

### Performance Evaluation Ratings

<i>Rating</i>	<i>Definition</i>	<i>Implication for Professional Growth</i>
Unsatisfactory (U)	Does not meet standard; performs below expectations; requires direct intervention and support to improve practice.	Program assistance for improvement
Basic (B)	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.	Targeted goal setting
Proficient (P)	Consistently meets expectations for standard; demonstrated effective practices; continues to improve professional practice through ongoing professional learning.	Increased leadership responsibilities and opportunities
Exemplary (E)	Consistently exceeds expectations for good performance; demonstrated highly effective practices; continues to expand expertise through professional learning and leadership opportunities.	Increased leadership responsibilities and opportunities

### Self-Assessment

*Please provide a rating for each indicator.*

	U	B	P	E
<b><i>Standard 1: Quality of Work</i></b>				
• Work is accurate, thorough, neat and completed in a timely manner.				
• Effectively produces work in accordance with job description and the needs of the school.				
<b><i>Standard 2: Job Knowledge</i></b>				
• Demonstrates knowledge of job duties and their purpose.				
• Demonstrates skill in job performance, requiring minimal direction.				
<b><i>Standard 3: Flexibility and Adaptability</i></b>				
• Learns new tasks and assignments willingly.				
• Handles situations appropriately as they arise, even in stressful conditions				

**Powell Butte Community Charter School**  
**Classified Staff**  
**Professional Growth & Development**

Code: GDN-AR  
 Adopted: 11/17/2016  
 Revised:

	U	B	P	E
<b><i>Standard 4: Initiative</i></b>				
• Seeks new or additional assignments when appropriate or necessary.				
• Involved in solving problems and offers constructive solutions.				
<b><i>Standard 5: Judgment and Decision Making</i></b>				
• Uses good judgment and make appropriate decisions.				
<b><i>Standard 6: Organization</i></b>				
• Tasks are organized, prioritized, and planned out.				
• Materials, equipment, and work area are clean, organized and ready.				
<b><i>Standard 7: Efficiency</i></b>				
• Tasks are organized and completed efficiently.				
• Materials are organized and used efficiently.				
<b><i>Standard 8: Care and Operation of Equipment</i></b>				
• Properly maintains and operates equipment.				
<b><i>Standard 9: Safety</i></b>				
• Follows safety guidelines.				
• Maintains and promotes a safe work environment.				
<b><i>Standard 10: Compliance</i></b>				
• Has adequate knowledge of and adheres to school policies, procedures and regulations - including recordkeeping and documentation.				
<b><i>Standard 11: Attendance &amp; Punctuality</i></b>				
• 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.				
<b><i>Standard 12: Appearance</i></b>				
• Appearance and attire is professional and appropriate for the work.				
<b><i>Standard 13: Relationships, Communication and Professionalism</i></b>				
• Develops effective working relationships.				
• Represents school values in relationships, communication and professionalism with the general public and all stakeholders.				
<b><i>Standard 14: Climate of Respect and Learning</i></b>				
• Promotes an environment of equity, respect and positive interpersonal.				

<ul style="list-style-type: none"> <li>Has high expectations for student success, quality work and student achievement.</li> </ul>				
<b>Standard 15: Student Procedures and Physical Environment</b>				
<ul style="list-style-type: none"> <li>Develops and employs procedures that promote student learning and positive interactions consistent with school programs.</li> </ul>				
<ul style="list-style-type: none"> <li>Creates safe and accessible environments for students.</li> </ul>				
<b>Standard 16: Managing Student Behavior</b>				
<ul style="list-style-type: none"> <li>Clearly communicated and enforces school expectations.</li> </ul>				
<ul style="list-style-type: none"> <li>Addresses inappropriate behavior consistently and appropriately.</li> </ul>				
<ul style="list-style-type: none"> <li>Proactively addresses student behavior.</li> </ul>				

***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.**

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**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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Position:	Supervisor:

### Performance Evaluation Ratings

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	U	B	P	E
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<b>Standard 2: Job Knowledge</b>				
• Demonstrates knowledge of job duties and their purpose.				
• Demonstrates skill in job performance, requiring minimal direction.				
<b>Standard 3: Flexibility and Adaptability</b>				
• Learns new tasks and assignments willingly.				
• Handles situations appropriately as they arise, even under stress.				
<b>Standard 4: Initiative</b>				
• Seeks new or additional assignments when appropriate or necessary.				

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<ul style="list-style-type: none"> <li>Involved in solving problems and offers constructive solutions.</li> </ul>				
<b>Comments:</b>				
<b>Standard 5: Judgment and Decision Making</b>				
<ul style="list-style-type: none"> <li>Uses good judgment and make appropriate decisions.</li> </ul>				
<b>Standard 6: Organization</b>				
<ul style="list-style-type: none"> <li>Tasks are organized, prioritized, and planned out.</li> <li>Materials, equipment, and work area are clean, organized and ready.</li> </ul>				
<b>Standard 7: Efficiency</b>				
<ul style="list-style-type: none"> <li>Tasks are organized and completed efficiently.</li> <li>Materials are organized and used efficiently.</li> </ul>				
<b>Standard 8: Care and Operation of Equipment</b>				
<ul style="list-style-type: none"> <li>Properly maintains and operates equipment.</li> </ul>				
<b>Standard 9: Safety</b>				
<ul style="list-style-type: none"> <li>Follows safety guidelines.</li> <li>Maintains and promotes a safe work environment.</li> </ul>				
<b>Standard 10: Compliance</b>				
<ul style="list-style-type: none"> <li>Has adequate knowledge of and adheres to school policies, procedures and regulations - including recordkeeping and documentation.</li> </ul>				
<b>Standard 11: Attendance &amp; Punctuality</b>				
<ul style="list-style-type: none"> <li>Attends work and leaves at appropriate times.</li> <li>Complies with school processes and procedures regarding sick leave, personal leave and vacation time.</li> <li>Arrives for work and work appointments on time.</li> </ul>				
<b>Standard 12: Appearance</b>				
<ul style="list-style-type: none"> <li>Appearance and attire is professional and appropriate for the work.</li> </ul>				
<b>Standard 13: Relationships, Communication and Professionalism</b>				
<ul style="list-style-type: none"> <li>Develops effective working relationships.</li> <li>Represents school values in relationships, communication and professionalism with all stakeholders.</li> </ul>				
<b>Standard 14: Climate of Respect and Learning</b>				
<ul style="list-style-type: none"> <li>Promotes an environment of equity, respect and positive interpersonal.</li> <li>Has high expectations for student success, quality work and student achievement.</li> </ul>				

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<b>Standard 15: Student Procedures and Physical Environment</b>				
• Develops and employs procedures that promote student learning and positive interactions consistent with school programs.				
• Creates safe and accessible environments for students.				
<b>Standard 16: Managing Student Behavior</b>				
• Clearly communicated and enforces school expectations.				
• Addresses inappropriate behavior consistently and appropriately.				
• Proactively addresses student behavior.				

<b>Additional Comments</b>

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