

Millard School District
Classified Employee Evaluation and Improvement Report

Millard School District has developed this performance evaluation process as a way to encourage workers and their supervisors to talk about issues in the workplace. It should be used as an opportunity to praise good performance, clarify personal or common goals, clarify department expectations or needs, and on occasion to define areas where performance must be improved to ensure a successful career with the district.

Any employee or supervisor who has suggestions to improve the process or the form itself is welcome to bring the suggestion to the Personnel Department.

Thank you for taking the time necessary to do an honest evaluation.

The evaluation of classified employees will be the responsibility of the employee's immediate supervisor. In the case of employees assigned to a particular school, that responsibility rests on the principal. The principal may assign some evaluation responsibilities to the Assistant Principal, Head Cook, Head Custodian, or Foreman where appropriate. For the purpose of this document the terms "principal/supervisor" will also include the Assistant Principal, Head Cook, Head Custodian, Foreman, or District Office Administrator where assigned evaluative responsibilities. For Corrective Discipline purposes, a Principal/Supervisor signature must be included in this evaluation.

Contracted Career and Provisional classified employees will receive a minimum of two evaluations during the first year of employment (prior to January 15 and April 1 respectively), and at least one evaluation annually during their 2nd and 3rd years of employment, prior to April 1. After three years of employment with the district, the evaluation will be completed a minimum of once every three years, prior to April 1. The principal/supervisor may conduct evaluations more frequently if they deem necessary.

Marking the Evaluation Form: The principal or immediate supervisor (or designee) will mark the evaluation form using a scale of 1 through 4.

N/A = "Not Applicable"	The evaluation item may not be applicable to the position being evaluated.
1 = "Unsatisfactory"	Employee performance is clearly inadequate in the particular evaluation item being marked.
2 = "Needs Improvement"	Employee performance frequently or regularly falls short of normal acceptable standards.
3 = "Satisfactory"	Employee is consistently competent in the item being evaluated. Most employees should fall in this category.
4 = "Exceed Expectations"	Employee performance is well above normal standards for the item being evaluated.

Copies of the evaluation will be distributed as follows: 1 copy to the employee, 1 copy kept by the principal/supervisor, 1 copy forwarded to the Personnel Office.

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ORIENTATION

1. Give the employee a copy of the evaluation/improvement document.
2. Explain the criteria on the evaluation.
3. Review the evaluation procedure.
4. Answer questions about the process.



EVALUATION OF EMPLOYEE

(Employed 3 years or less)

Evaluate the employee using the Classified Employee Evaluation and Improvement Report form twice during their first year of employment (prior to January 15 and April 1) and annually for the 2nd and 3rd years (prior to April 1).



EVALUATION OF EMPLOYEE

(Employed more than 3 years.)

Evaluate the employee using the Classified Employee Evaluation and Improvement Report form every third year (prior to April 1).



CONFERENCE

Conduct a conference with the employee following the completion of each Classified Employee Evaluation and Improvement Report. REVIEW areas of commendation and areas of concern. Write comments and recommendations for improvement to be worked on during the next evaluative period. Discuss resources for improvement.



RECOMMENDATIONS & SIGNATURES

Employee is provided a written copy of the completed document. Employee and Supervisor sign the document indicating the form has been discussed and the employee has received a copy. (Signature does not indicate employee is in agreement with the report.)



Principal/Supervisor sends copy to the District Personnel Office.

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Criteria Explanation

WORK SKILLS AND HABITS

1. Performs duties in an acceptable manner:
 - a. Demonstrates competence in completing job functions.
 - b. Accurate, neat, and thorough in job tasks.
 - c. Completes acceptable amount of work on schedule.

2. Observes work hours/attendance:
 - a. Uses sick leave and compensation time appropriately.
 - b. Maintains good attendance record.
 - c. Arrives at work on time and does not leave early without authorization.
 - d. Provides reasonable notice when absent.

3. Practices safe work habits:
 - a. Maintains a safe environment in the work place.
 - b. Follows safety practices as prescribed by policy and common sense.
 - c. Understands and follows safety guidelines associated with equipment, chemicals, and other supplies.

4. Uses time efficiently:
 - a. Completes work on schedule (barring unforeseen disruptions).
 - b. Effectively carries out daily assignments.
 - c. Prioritizes tasks well.

5. Demonstrates knowledge of work:
 - a. Understands job and related tasks
 - b. Rarely requires extensive job instructions
 - c. Understands purposes and methods of work performed.

6. Organizes work and assignments effectively:
 - a. Develops efficient schedules as work assignments are made.
 - b. Uses good judgment in use of supplies, materials, and equipment.
 - c. Develops long-range plans in job assignments.
 - d. Exhibits effectiveness in daily planning.

7. Accepts accountability for job:
 - a. Rarely needs direct supervision
 - b. Sees a job through to completion
 - c. Does not blame others for mistakes or failures.

8. Operates and cares for equipment:
 - a. Understands and demonstrates proper use of equipment related to job assignment.
 - b. Properly cares for and maintains job related equipment.

9. Demonstrates initiative:
 - a. Identifies and corrects problems before they escalate into major issues.
 - b. Often makes workable suggestions.
10. Follows policies and procedures:
 - a. Demonstrates knowledge of district policies related to work assignments.
 - b. Adheres to daily work guidelines, safety regulations, etc.
 - c. Accepts school and district goals and policies.

INTERPERSONAL SKILLS

1. Interacts with staff, students, and patrons:
 - a. Exhibits a positive approach toward students.
 - b. Relationship with others is appropriate to job setting.
 - c. Responds to student behavior concerns appropriately.
 - d. Relates well with other members of school and district staff.
 - e. Maintains student, family, and staff confidentiality.
2. Works well with co-workers:
 - a. Interaction with co-workers adds to successful completion of assignments.
 - b. Understands job-related needs of co-workers.
 - c. Understands contribution to total district effort.
3. Reasonable personal appearance and grooming:
 - a. Personal hygiene and grooming are appropriate to the work place and have no negative effect on work performance.

ADAPTABILITY

1. Demonstrates good judgment/makes reasonable decisions:
 - a. Practices self-control – thinks before acting.
 - b. Analyzes situations accurately.
2. Adapts well to change/is flexible:
 - a. Performs well in new situations.
 - b. Adjusts to new scheduling and/or changes in schedules.
 - c. Demonstrates willingness to learn new tasks and procedures.
 - d. Demonstrates willingness to incorporate new ideas or methods.

JOB COMMITMENT

1. Performs duties willingly:
 - a. Personal problems do not effect work performance.
 - b. Provides positive reinforcement to students, staff, and parents as appropriate.
2. Accepts suggestions and follows directions:
 - a. Considers constructive criticism and makes necessary changes in performance.
 - b. Follows directions of supervisor.

SUPERVISORY (This section for classified employees with supervisory responsibilities.)

1. Practices good public relations:
 - a. Interacts with the public in a professional manner.
2. Practices positive leadership skills:
 - a. Demonstrates ability to direct and/or confer appropriately when working with subordinates.
 - b. Maintains dignity of employees under his/her supervision – even when correcting.
 - c. Develops strengths of people while improving weaknesses.
 - d. Praises accomplishments of employees.
 - e. Displays professionalism when dealing with difficult situations.
3. Demonstrates ability to plan and organize work of others:
 - a. Understands each workers' skills and abilities then successfully matches them to appropriate work assignments.
 - b. Develops efficient schedules and makes appropriate work assignments.
 - c. Develops long-range plans.
 - d. Establishes objectives and exhibits consistency in daily planning.
4. Provides training and instruction:
 - a. Keeps abreast of new developments in job related areas.
 - b. Evaluates work processes and incorporates evaluation in planning for future assignments.
5. Practices efficiency and economy in operating procedures:
 - a. Exhibits concern for efficiency.
 - b. Uses good judgment in use of school and district resources – personnel, supplies, equipment and materials.
 - c. Understands and utilizes sound conservation practices.
 - d. Maintains accurate records and reviews to assist in improving efficiency and economy.
 - e. Understands role in the context of the entire school system.