



**1. Employee Identification**

Name	Employee ID	School Year
Position	Location	Date entered this position

**2. To be completed within the first 30 calendar days of the school year or within the first 30 days of employment:**

**Professional Learning Goal** (Required for PSC certificate holders, including paraeducators.)

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**Professional Learning Plan** (Additional steps required for PSC certificate holders who have less than 3 years experience in current role.)

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**3. Optional Mid-Year Conference (December-January):** *(Required if there are documented concerns regarding performance.)*

Date	Comments	Is the employee making adequate progress toward their Professional Learning Goal/Plan?

**4. Summative Assessment/Conference:**

Performance Standard	LEVEL Level I (0 points) Level II (1 point) Level III (2 points) Level IV (3 points)
<b>1: Professional Knowledge, Planning, &amp; Goal-Setting</b>	
EXPECTED LEVEL OF PERFORMANCE: The employee maintains an accurate understanding of his/her job responsibility and can articulate the District priorities and explain how they align with his/her role in the organization. The employee is a life-long learner and is proactive in establishing and implementing a plan to achieve individual goals.	
<b>2: Teamwork, Collaboration, &amp; Relationships</b>	
EXPECTED LEVEL OF PERFORMANCE: The employee collaborates in a positive and encouraging manner to accomplish school and district goals, is open to new ideas, and values the contributions of others. The employee understands the importance of community and his/her work has a positive impact on this relationship.	
<b>3: Accountability, Productivity, and Results</b>	
EXPECTED LEVEL OF PERFORMANCE: The employee prioritizes time on task for maximized productivity and takes ownership for results. The employee responds and accurately implements supervisor requests in a timely and cooperative manner.	

<b>4: Problem Solving &amp; Resource Management</b>	
<p>EXPECTED LEVEL OF PERFORMANCE: The employee takes initiative to identify and analyze potential problems and strives to create win-win solutions that fit into the school and district vision using available resources. The employee advocates for the appropriate utilization of resources and/or services.</p>	

<b>5: Communication &amp; Professionalism</b>	
<p>EXPECTED LEVEL OF PERFORMANCE: The employee consistently implements federal/state law and district/school policies and procedures. The employee effectively communicates through various avenues to meet the needs of all stakeholders and exhibits a commitment to professional standards and ethics.</p>	

<b>Overall Annual Rating</b>	<b>Total Points*</b>	<b>TOTAL POINTS</b>
Ineffective	0 - 4	
Needs Development	5 - 7	
Proficient	8 - 13	
Exemplary	14 - 15	

**5. Professional Learning Goal/Plan** (Required for PSC certificate holders, including paraeducators.)

Did the employee participate in a Professional Learning Community/Collaborative Team?	Professional Goal/Plan Growth?

Print Employee Name: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_  
(Receipt acknowledged. Signature does not indicate agreement or disagreement with evaluation.)

Date \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Reviewer: \_\_\_\_\_

Date \_\_\_\_\_