



**COLORADO SPRINGS SCHOOL DISTRICT 11  
PERFORMANCE EVALUATION**

**EDUCATIONAL SUPPORT PROFESSIONAL**

- I. Promotes/Supports Student Achievement Through Job Performance**
- II. High Performing Team Member**
- III. Innovation**
- IV. Effective Communication**
- V. Safe Working and Learning Environment**
- VI. Operational Efficiencies**
- VII. Fiscal Prudence, Financial Responsibility**
- VIII. ESP Lead Responsibilities (Only)**

<i>Name:</i>	
<i>Employee ID #</i>	
<i>Job Title:</i>	
<i>Job Location:</i>	
<i>Evaluation Date:</i>	
<i>Evaluator Name:</i>	

Department of Human Resources



## EDUCATIONAL SUPPORT PROFESSIONAL SUMMATIVE

Employee:  ID #:

Job Title:  Building/Location:

Date of Evaluation:  Length of Time in Present Position:

Evaluation Period Covered: (From)  (To)

Reason for Evaluation: (Check one) Trial Period  30 days  60 days  89 days  Annual  Other

Evaluation of Performance of Lead ESP	Total from Rubric	Total Points Possible	Competency Ratings	Competency Levels (Use drop down to list competency)
I. Promotes/Supports Student Achievement Through Job Performance	<input type="text"/>	12	<b>Unsatisfactory: 0-3</b>  <b>Emerging: 4-6</b>  <b>Effective: 7-9</b>  <b>Exemplary: 10-12</b>	<input type="text"/>
II. High Performing Team Member	<input type="text"/>	12		<input type="text"/>
III. Innovation	<input type="text"/>	12		<input type="text"/>
IV. Effective Communication	<input type="text"/>	12		<input type="text"/>
V. Safe Working and Learning Environment	<input type="text"/>	12		
VI. Operational Efficiencies	<input type="text"/>	12		
VII. Fiscal Prudence Financial Responsibility	<input type="text"/>	12		
<b>Total for Lead ESP</b>	<input type="text"/>	<b>84</b>	<b>Overall Competency</b>	<input type="text"/>

Overall Performance Rating Scale		
(0-21)	Unsatisfactory	Does not meet the necessary performance standards
(22-42)	Emerging	Progressing towards necessary performance
(43-65)	Effective	Meets expected performance (no 0's)
(66-84)	Exemplary	Exceeds expected performance (no 0's or 1's)

Evaluation of Performance of Lead ESP	Total from Rubric	Total Points Possible	Competency Ratings	Competency Levels (Use drop down to list competency)
I. Promotes/Supports Student Achievement Through Job Performance	<input type="text"/>	12	<b>Unsatisfactory: 0-3</b>  <b>Emerging: 4-6</b>  <b>Effective: 7-9</b>  <b>Exemplary: 10-12</b>	<input type="text"/>
II. High Performing Team Member	<input type="text"/>	12		<input type="text"/>
III. Innovation	<input type="text"/>	12		<input type="text"/>
IV. Effective Communication	<input type="text"/>	12		<input type="text"/>
V. Safe Working and Learning Environment	<input type="text"/>	12		
VI. Operational Efficiencies	<input type="text"/>	12		
VII. Fiscal Prudence Financial Responsibility	<input type="text"/>	12		
VIII. ESP Lead Responsibilities	<input type="text"/>	12		
<b>Total for Lead ESP</b>	<input type="text"/>	<b>96</b>	<b>Overall Competency</b>	<input type="text"/>

Overall Performance Rating Scale		
(0-24)	Unsatisfactory	Does not meet the necessary performance standards
(25-48)	Emerging	Progressing towards necessary performance
(49-72)	Effective	Meets expected performance (no 0's)
(73-96)	Exemplary	Exceeds expected performance (no 0's or 1's)



Weakness(es): List **unsatisfactory** indicator(s):

Remediation Plan Developed:      Yes       No

Remediation Plan Attached:      Yes       No

**Strength:**

**Areas to include on Growth Plan for next School Year:**

Employee's Signature \_\_\_\_\_

Date

Evaluator's Signature \_\_\_\_\_

Date

Evaluator's Job Title

*The employee's signature above indicates that he or she has reviewed this summative evaluation in conference with the evaluator. It does not indicate agreement with the content of this evaluation.*





**DISCLAIMER**

**THIS PERFORMANCE EVALUATION SYSTEM IS NOT INTENDED TO AND DOES NOT CREATE ANY CONTRACT OR PROPERTY RIGHT OR IMPOSE ANY OBLIGATIONS IN ADDITION TO OR APART FROM THOSE RIGHTS AND OBLIGATIONS, IF ANY, EXPRESSLY ESTABLISHED BY STATUTE.**

**SUBJECT TO APPLICABLE LAW, AN EMPLOYEE MAY BE REMOVED FROM HIS/HER POSITION, TERMINATED FROM THE DISTRICT, OR SUBJECT TO OTHER DISCIPLINARY ACTION, REGARDLESS OF HIS/HER PERFORMANCE IN THE EVALUATION PROCESS, FOR REASONS BEYOND THE SCOPE OF THE EVALUATION PROCESS INCLUDING, BUT NOT LIMITED TO, FAILURE TO ADHERE TO THE DISTRICT'S GENERAL WORK RULES, LEGAL REQUIREMENTS, JOB EXPECTATIONS OR BOARD POLICIES, OR FOR ANY OTHER REASON PERMITTED BY LAW.**

**FAILURE TO STRICTLY COMPLY WITH THE TIMELINES SET FORTH IN THE PERFORMANCE EVALUATION SYSTEM DOCUMENT WILL NOT INVALIDATE AN EVALUATION.**

\_\_\_\_\_  
Employee's Signature  
(Signature indicates copy was received)

Date

\_\_\_\_\_  
Evaluator's Signature

Date

\_\_\_\_\_  
Evaluator's Immediate Supervisor's Signature

Date

**Copies Distribution:**      **Employee**  
   **Evaluator**  
   **Human Resources**



**COLORADO SPRINGS SCHOOL DISTRICT 11  
Performance Evaluation  
Educational Support Professionals Worksheet**

Employee:  ID #:   
 Job Title:  Building/Location:   
 Date of Evaluation:  Length of Time in Present Position:   
 Evaluation Period Covered: (From)  (To)   
 Reason for Evaluation: Trial Period  (Circle one) 30 days  60 days  90 days  Annual  Other

**I. Promotes/Supports Student Achievement Through Job Performance**

The employee demonstrates behaviors to promote student achievement.

INDICATORS	UNSATISFACTORY 0	EMERGING 1	EFFECTIVE 2	EXEMPLARY 3
A. Demonstrates knowledge and skill to perform job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Demonstrates reliability, is rarely absent, and promptly begins at scheduled time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Participates in training opportunities for career development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Provides excellence in customer service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Subtotal</b>				<input type="checkbox"/>

**Narrative:**

- Artifacts: Employees may use artifacts for supporting documentation (not required).**
- Data demonstrating customer feedback/satisfaction
  - Attendance records
  - Certificates of training
  - Evidence of commendations and/or complaints

**II. High Performing Team Member**

The employee communicates with, interacts cooperatively with, recognizes the values and diversity of, and demonstrates respect and courtesy for all others.

INDICATORS	UNSATISFACTORY 0	EMERGING 1	EFFECTIVE 2	EXEMPLARY 3
A. Participates as a cooperative, productive and collaborative team member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Demonstrates initiative, dependability and timeliness when completing job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Sets an example of positive morale, behavior, honesty and integrity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Supports school/department goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Subtotal</b>				<input type="checkbox"/>

**Narrative:**

- Artifacts: Employees may use artifacts for supporting documentation (not required).**
- Professional growth plan/goals
  - Examples of interactions with team members
  - Evidence of commendations and/or complaints



### III. Innovation

The employee demonstrates creativity, flexibility, adaptability, while being an innovative thinker and decision maker.

INDICATORS	UNSATISFACTORY 0	EMERGING 1	EFFECTIVE 2	EXEMPLARY 3
A. Adapts to new challenges and changes in the work situation and environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Demonstrates the ability to problem solve when presented with new/unusual situations or circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Seeks ways to analyze outcomes to increase job effectiveness and organizational performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Demonstrates innovative thinking for job/school/department improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Subtotal</b>				<input type="checkbox"/>

**Narrative:**

**Artifacts: Employees may use artifacts for supporting documentation (not required).**

- Evidence of problem-solving customer complaints
- Evidence of ideas and resources shared with colleagues

### IV. Effective Communication

The employee communicates and engages effectively with students, parents, peers, and supervisors.

INDICATORS	UNSATISFACTORY 0	EMERGING 1	EFFECTIVE 2	EXEMPLARY 3
A. Responds professionally and in a timely manner to meet the needs of all customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Communicates, orally and in writing, in a friendly, positive, accurate and professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Fosters communication for purposes of collaboration on work assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Interacts positively with his/her supervisor, follows direction easily, and seeks suggestions for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Subtotal</b>				<input type="checkbox"/>

**Narrative:**

**Artifacts: Employees may use artifacts for supporting documentation (not required).**

- Examples of written communication
- Examples of feedback to customers



**V. Safe Working and Learning Environment**

The employee completes work efficiently and accurately within the time allocated.

INDICATORS	UNSATISFACTORY 0	EMERGING 1	EFFECTIVE 2	EXEMPLARY 3
A. Establishes an orderly work environment that enhances job effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Consistently exhibits concern for safety of self and others; anticipates hazards and takes preventive action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Carries out duties in a safe manner including the appropriate use of safety devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Creates an environment that fosters trust, courtesy and respect by demonstrating these in all interactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Subtotal</b>				<input type="checkbox"/>
<b>Narrative:</b>				
<b>Artifacts: Employees may use artifacts for supporting documentation (not required).</b>				
<ul style="list-style-type: none"> <li>• Documented safety track record of work area</li> <li>• Documented safety corrections of work area</li> </ul>				

**VI. Operational Efficiencies**

The employee demonstrates behaviors in accordance with District 11 policies and procedures.

INDICATORS	UNSATISFACTORY 0	EMERGING 1	EFFECTIVE 2	EXEMPLARY 3
A. Demonstrates knowledge and complies with D11 policies, regulations and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Prioritizes duties to be effective and efficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Completes work in a timely manner and has time for additional tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Maintains a high level of accuracy with data provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Subtotal</b>				<input type="checkbox"/>
<b>Narrative:</b>				
<b>Artifacts: Employees may use artifacts for supporting documentation (not required).</b>				
<ul style="list-style-type: none"> <li>• Evidence of duties/tasks schedules</li> <li>• Evidence of accuracy in carrying our duties/tasks</li> <li>• Evidence of turn-around time of duties/tasks</li> </ul>				



**VII. Fiscal Prudence, Financial Responsibility**

The employee completes work efficiently, accurately, within time limits and with responsible use of resources.

INDICATORS	UNSATISFACTORY	EMERGING	EFFECTIVE	EXEMPLARY
	0	1	2	3
A. Completes work accurately and meets timelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Promptly begins work at scheduled times and reports all absences to supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Exhibits ability to plan, allocate, manage and use resources effectively and efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Demonstrates results by continually improving as compared to past performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Subtotal</b>				<input type="checkbox"/>

**Narrative:**

**Artifacts: Employees may use artifacts for supporting documentation (not required).**

- Documented usage records of supplies/materials
- Professional growth plan/goals
- Attendance records

**VIII. ESP Lead Responsibilities Only (Lead is defined as employees that monitor and assign daily activities of others)** (This category is not included in overall performance and is rated separately.)

INDICATORS	UNSATISFACTORY	EMERGING	EFFECTIVE	EXEMPLARY
	0	1	2	3
A. Provides input to the evaluator on the performance of employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Assists in facilitating the development or growth of employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Promotes an environment that fosters positive morale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Exhibits ability to plan, allocate, and manage personnel and resources effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Subtotal</b>				<input type="checkbox"/>

**Narrative:**

**Artifacts: Employees may use artifacts for supporting documentation (not required).**

- Evidence of organized training for supervised employees
- Records of supplies and materials
- Documented feedback to supervised employees







## Professional Growth Plan

Employee:  ID #:   
Position:  Date:   
Building Location:  School Year   
Supervisor Name/Job Title:

### Professional Growth:

- Refer to employee's growth areas on prior Summative and Unified School Improvement Plan
- Newly Hired Employees: Supervisor and Employee work collaboratively to write SMART Goals

### SMART Goals

\* S-Specific    \* M-Measurable    \* A-Attainable    \* R-Research-based    \* T-Timelines

Smart Goals:	
Goal 1:	<input type="text"/>
Goal 2:	<input type="text"/>

Activities to accomplish goal:	
Goal 1:	<input type="text"/>
Goal 2:	<input type="text"/>

Timelines:	
Goal 1:	<input type="text"/>
Goal 2:	<input type="text"/>



## Initial Conference:

\_\_\_\_\_  
Employee's Signature  
(Signature does not indicate approval)

\_\_\_\_\_  
Evaluator's Signature

Date

Date

Results:	
Goal 1:	
Goal 2:	

## Final Conference:

SMART Goals Achieved:

Yes

No

Next Steps/Comments:


\_\_\_\_\_  
Employee's Signature  
(Signature does not indicate approval)

\_\_\_\_\_  
Evaluator's Signature

Date

Date

**Copies Distribution:**

**Employee  
Evaluator**



**EDUCATIONAL SUPPORT PROFESSIONAL REMEDIATION PLAN**

Employee:  ID #:

Position:  Date:

Building Location:  School Year:

Supervisor Name/Job Title:

Areas of Skill/Deficiency and/or Behavior To Be Corrected

Corrective Action Steps To Be Taken

Indicators of Progress

Timelines For Progress

*Additional pages may be added.*

\_\_\_\_\_  
Employee's Signature  
(Signature does not indicate approval)

\_\_\_\_\_  
Evaluator's Signature

Date

Date

**Copies Distribution:**      **Employee**  
   **Evaluator**  
   **Human Resources**

