

Coventry School District: School Related Personnel	<u>Employee Performance Evaluation: Self Evaluation</u>
EMPLOYEE NAME:	PERIOD COVERED BY THIS REVIEW
POSITION TITLE:	FROM: TO:
	EVALUATOR'S NAME:

STAFF EXPECTATIONS
<p>Be Strategic: *Make decisions based on the best interests of students *Utilize personnel, technology and supplies effectively and efficiently *Seek solutions to problems/issues *Manage time effectively</p> <p>Be Professional: *Maintain confidentiality *Serve others with professional courtesy *Have a positive attitude and grow a positive culture *Listen and respect others opinions and focus on reaching consensus</p> <p>Be Collaborative: *Establish open/honest lines of communication *Participate in shared decision making *Ask for help when needed *Share knowledge with others</p> <p>Be Supportive: *Respect decisions of others & value co-workers *Recognize accomplishments *Be compassionate / empathetic to others' needs *Be flexible and willing to compromise</p> <p>Be Reflective: *Assess and refine practices and procedures *Take responsibility</p>

Self-Evaluation Guidelines	
<p>1. The employee shall review and rate their performance based upon the district staff expectations, the performance competencies provided and the responsibilities of the position as described in the job description within the time frame listed above. The rating are described below.</p> <p>2. The self evaluation is not mandatory but recommended for open discussion between the employee and his evaluator/administrator during the performance evaluation meeting to be scheduled during the current school year.</p> <p>3. The employee should consider professional development and provide the ideas in the section provide on page 3.</p> <p>4. The employee should bring any certificates, awards or work related compliments to the evaluation meeting.</p> <p>5. Comments from the Administrator are required in each indicator for a rating of 2 or lower. Comments are recommended for all indicators regardless of rating.</p>	
4 - Exceeds Expectations	Performance consistently exceeds expectations in all areas of responsibility, and the quality of work overall is excellent.
3 - Meets Expectations	Performance consistently meets expectations in all areas of responsibility and the quality of work overall is good.
2 – Needs Improvement	Performance did not <i>consistently</i> meet expectations – performance failed to meet expectations in one or more / areas of responsibility. (Closer supervision is needed and a performance improvement plan is required. Reevaluation in 6 months is required.)
1 - Unsatisfactory	Performance was consistently below expectations in most <i>essential</i> areas of responsibility. (Closer supervision is required and an intensive performance improvement plan is required. Reevaluation in 3 months is required.)
PERFORMANCE COMPETENCIES	

<p>1. <u>PERSONAL EFFECTIVENESS AND VALUES:</u> The employee assumes responsibility of the performance of their job related tasks and is willing to be held accountable. The employee manages time and priorities to achieve expected standards and has developed processes, procedures and/or systems to achieve accuracy, efficiency and productivity. The employee reports to work on time and as in accordance of Article 9 (Sick Leave).</p>	<p>Rating</p>
<p>Administrator's Comments: : (Please provide rationale for rating)</p>	

<p>2. <u>INTERPERSONAL RELATIONS AND COMMUNICATION:</u> The employee communicates in a professional manner and is responsive to all internal and external individuals by acting in a prompt, efficient, friendly and patient manner. The employee works cooperatively with all and accepts suggestions and/or feedback from others. Represents the district in a positive and professional manner while maintaining confidentiality in all school-related matters and information.</p>	<p>Rating</p>
<p>Administrator's Comments: : (Please provide rationale for rating)</p>	

<p>3. <u>TEAMWORK APPROACH:</u> The employee works cooperatively with others and works towards a consensus when team decision is needed. The employee shares information and knowledge with others and is open to feedback. The employee respects and values their co-workers and resolves workplace conflicts in a professional and positive manner.</p>	<p>Rating</p>
<p>Administrator's Comments: : (Please provide rationale for rating)</p>	

<p>4. <u>PROBLEM SOLVING AND DECISION MAKING:</u> The employee demonstrates the ability to seek solutions by utilizing resources available and making decisions that in the best interest of the students and the district. The employee exercises sound judgment.</p>	<p>Rating</p>
<p>Administrator's Comments: (Please provide rationale for rating)</p>	

<p>5.A. <u>FRONT OFFICE CLERKS:</u> The employee demonstrates a high level of professionalism by exercising sound judgment and works with little supervision. The employee provides excellent customer service in a positive manner to administrators, co-workers, parents, students and other visitors to the building. The employee adheres to all district policies and procedures. The employee demonstrates ability to use school department data systems with proficiency (MS Excel, MS Word, AESOP and ASPEN).</p>	<p>Rating</p>
<p>Administrator's Comments: (Please provide rationale for rating)</p>	

<p>5. B. TEACHER ASSISTANTS: The employee demonstrates a <u>high level of professionalism</u> by exercising sound judgment and works with little supervision. The employee works well with students and accommodates their needs in accordance with instructions from classroom teachers, Special Education Personnel and Building Administration. The employee works with staff to problem solve. The employee appropriately uses positive reinforcements and encouragement (PBIS) to respond to individual student needs. Directions and explanation of tasks are clearly communicated to students. Works with individuals, small group and whole class effectively. Able to coordinate the management of classroom materials/supplies. Well organized to support efficiency in the classroom. Work with and provide student support with assistive technology as appropriate. Type, file, laminate and/or duplicate materials. Supervise students in the absence of a teacher. Assist in classroom management and demonstrate competencies to do so. Assist in bus loading and unloading as appropriate. Assists the classroom teacher/administrator as requested and appropriate.</p>	Rating
<p>Administrator's Comments: (Please provide rationale for rating)</p>	

<p>5.C. BEHAVIOR MGMT. SPECIALISTS, OCCUPATIONAL THERAPIST ASSISTANTS, SPEECH THERAPY ASSISTANT: The employee demonstrates the aptitude for working with children specifically children with technical and/or behavior interventions. The employee demonstrates the ability to identify problems, present alternatives, and creative solutions, and assess consequences. The employee is considered knowledgeable resource by others in job-related technical or professional techniques. The employee demonstrates the ability to provide assistance to teachers and administrators in monitoring and implementing individual and classroom-level interventions in the best interested of the students' learning.</p>	Rating
<p>Administrator's Comments: (Please provide rationale for rating)</p>	

<p>5.D. RN/LPN:</p> <p>The employee provides medically prescribed interventions, including medication administration (based on state regulations), and care on a daily basis. Maintains accurate records of all services provided. Has an in-depth understanding of the medical needs of students assigned. Assists in the development of individualized student health care plans. Participates in student centered school team meetings, as appropriate. Communicates with parents/guardians effectively and appropriately. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities. Confers with teachers on student health matters. Brings concerns to the attention of the classroom teacher and/or school administrator as appropriate. Maintains and respects confidentiality of student and school personnel information. Follows federal, state, and local laws, regulations, and policies regarding children's educational welfare. Follow all OSHA regulations.</p>	Rating
<p>Administrator's Comments: (Please provide rationale for rating)</p>	

5.E. CUSTODIANS:

Rating

The employee completes tasks assigned to a satisfactory level (ie. washes floors, walls, windows, woodwork and other surfaces; scrubs and cleans rest rooms; scrubs, dusts, sweeps, mops, vacuums, waxes and polishes floors; replenishes tissue, towels, and soap dispensers; empties wastebaskets and other receptacles; locks and unlocks doors as appropriate; reports damages/repairs to maintenance; picks up paper and other trash in school building and/or on school grounds; turns heating/air condition equipment on an off as required; shovels/blows snow and addresses slippery walkways; conducts regular maintenance as expected/directed; moves furniture/equipment as necessary; takes precautions to prevent fire hazards and other safety hazards; other duties/responsibilities as directed.) Completes duties/responsibilities in a timely manner and demonstrates an ability to prioritize his/her work appropriately. Displays a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.; Takes pride in the cleanliness of the school building.

Administrator's Comments: (Please provide rationale for rating)

5.F. MAINTENANCE:

Rating

The employee performs general maintenance and repair tasks in a variety of areas and as assigned by the Director of Buildings & Grounds and in accordance with all applicable codes and regulations. Performs only those maintenance and repairs that do not require a license, or perform maintenance and repairs under the direct supervision of a licensed technician. Ensures that the work site and conditions are safe. Performs assignments relating to insuring all schools and district sites are able to safely open and function when assigned. Performs regular inspections of equipment and systems, reporting any abnormalities and hazards immediately. Responds to emergency situations and perform necessary repairs. Keeps a log of all maintenance functions and repairs performed. Ensures that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded. Maintains an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the district. Operates and maintains in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities. Removes snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps. Reports immediately any damage or vandalism to facilities, or theft of equipment. Makes recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the district. Displays a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations. Participates in appropriate in-service and workshop programs and attend any required meetings. Displays ethical and professional behavior in working with students,

Administrator's Comments: (Please provide rationale for rating)

OVERALL RATING

Indicator 1 Rating	
Indicator 2 Rating	
Indicator 3 Rating	
Indicator 4 Rating	
Indicator 5 Rating	X2
Total Score	
Total Score / 6	

Employee's Signature: _____	Date: _____
Administrator's Signature: _____	Date: _____

RECOMMENDATIONS FOR PROFESSIONAL GROWTH (OPTIONAL)

IMPROVEMENT PLAN (IF REQUIRED)

An improvement plan is required to be created for any indicator with a rating of 2 or below. The improvement plan needs to include steps for the improvement of the area as well as measurable evidence to show any progress in the indicated area.

1.

Employee's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____