

Self Evaluation - Classified and Special Services

Employee: _____ Evaluation Year: _____ Date: _____

School /Department: _____ Position Title: _____

Job Performance Pueblo County School District 70, _____ evaluation program.

Domain 1 - Organization and Preparation	U	B	P	D	NO/NA
1a: Schedules the use of time in an efficient manner.					
1b: Possess the technical skills, which are needed to professionally and accurately meet the needs of the assignment within the department.					
1c: Exhibits up-to-date knowledge of current trends which are necessary to professionally and accurately meet the needs of the assignment within the department.					
1d: Displays vigor, energy, and enthusiasm as it relates to the job.					
Total Domain					

D – Distinguished, P – Proficient, B – Basic, U – Unsatisfactory, NO – Not Observed, Not Applicable, O - Observed

Domain 2 - The Environment (office, workshop, vehicle, etc.)	U	B	P	D	NO/NA
2a: Demonstrates knowledge of district safety procedures and requirements.					
2b: Demonstrates knowledge of district health and sanitary procedures and requirements.					
2c: Properly cleans, repairs, replaces, and maintains the work area and its facilities.					
2d: Reports, correspondence, and records are completed in an accurate, efficient, and timely manner.					
2e: Demonstrates knowledge of district transportation procedures and requirements.					
2f: Office is organized to provide direct service to school/department educational program.					
Total Domain					

D – Distinguished, P – Proficient, B – Basic, U – Unsatisfactory, NO – Not Observed, Not Applicable, O - Observed

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Domain 3 - Delivery of Service	U	B	P	D	NO/NA
3a: Carries out instructions from supervisors without distortion and misinterpretation.					
3b: Responsibly and appropriately carries out both verbal and written instructions in a timely manner.					
3c: Works with and relates to others effectively.					
3d: Accepts change, works effectively under deadlines, responds to varying needs of the job.					
3e: Is helpful in times of emergencies, problems, and special school and district activities.					
3f: Demonstrates good judgment and application of knowledge to perform job duties.					
3g: Seeks assistance when necessary.					
3h: Readily accepts special assignments (including overtime) beyond daily routine.					
Total Domain					

Domain 4 - Professional Responsibilities	U	B	P	D	NO/NA
4a: Demonstrates dependable and punctual attendance, positively affecting job performance.					
4b: When available, participates in professional staff development activities.					
4c: Communicates with students, patrons, staff, and district personnel in an open and positive manner.					
4d: Utilizes appropriate lines of communication when sharing information with staff and supervisors.					
4e: Respects the confidence of supervisors.					
4f: Maintains the integrity of confidential information as it relates to employees, and the schools, department, and district as a whole.					
4g: Able to accept constructive criticism.					
4h: Adheres to the negotiated agreement, district policies, and department practice.					
4i: Demonstrates good grooming and a pleasant appearance as it relates to the job.					
4j: Works cooperatively and supports the supervisor and other school / district personnel.					

D – Distinguished, P – Proficient, B – Basic, U – Unsatisfactory, NO – Not Observed, Not Applicable, O - Observed

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Commendations:

Recommendations:

Employee: _____ Date: _____

Employee's signature does not denote agreement or disagreement with this document, only that a conference has been held

Supervisor: _____ Date: _____