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Park Hill School District

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Building Successful Futures • Each Student • Every Day

**Classified Staff**

**Evaluation**

# Forward

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The Park Hill School District recognizes the value that each staff member can make to the educational process for students. Commitment to performing essential job skills serves as a foundation for excellence.

If our students and teachers are to perform well, it is important for all employees to perform well. To attain this excellence, it is essential that clear criteria be established that translates to efficiency in the work place.

The Performance Based Staff Evaluation Committee reviewed best practices and current trends in the evaluation of staff. This instrument provides a framework for the evaluation and improvement of performance.

# Acknowledgements

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The Park Hill School District gratefully acknowledges the work of the Performance-Based Staff Evaluation Committee members as follows:

Mark Frost  
Assistant Superintendent

Elaine Hollingsworth  
Coordinator Parents as Teachers

Jerry Wright  
Director of Operations

LisaMcLaughlin  
Coordinator Child Care

Bonnie McFall  
Director of Food Service

Paul Kelly  
Assistant to the Superintendent

Dale Longnecker  
Assistant High School Principal

Deana Peterson  
Director for Special Services

Janet Nease  
Director of Instruction

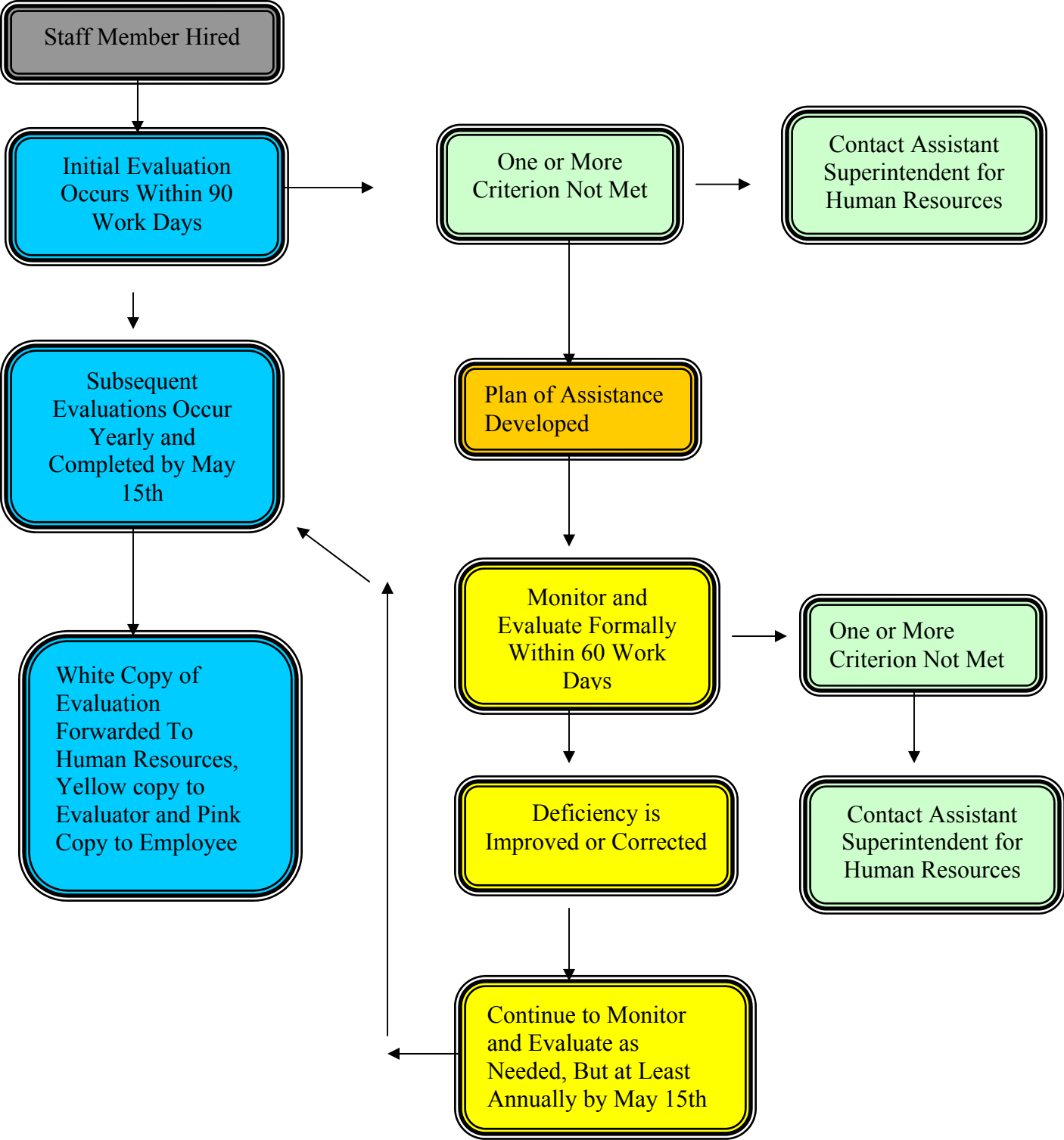
Jim Dunn  
Middle School Principal

Curtis Cain  
Director of Curriculum/Prof. Dev.

Liz Miller  
Elementary Principal

Kris Schuster, Consultant  
C-Biz Business Services

# Staff Evaluation Cycle





# PARK HILL SCHOOL DISTRICT CLASSIFIED PERFORMANCE EVALUATION

EMPLOYEE NAME:

DATE:

TITLE:

DEPARTMENT/BUILDING:

TYPE (CHECK ONE):

90 Day Evaluation

Annual Evaluation

Self Evaluation

EVALUATION PERIOD:

EVALUATOR:

## RATING SCALE

### Meets District Standards (M)

Performs the criterion at a level that meets high District standards as indicated in each descriptor.  
Performs at a consistently high level and without significant error.

### Progressing (P)

Performs at a level that indicates development and progress are necessary to meet District standards as indicated in each descriptor.

### Does Not Meet District Standards (D)

Performs at a level that fails to meet District standards as indicated in each descriptor.  
Demonstrates significant error and/or no proficiency.

White Copy - HR  
Yellow Copy - Evaluator  
Pink Copy - Employee

## CRITERIA AND DESCRIPTORS - ALL CLASSIFIED EMPLOYEES

CRITERION	RATING	DESCRIPTOR
<b>Safety</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent to which every possible precaution is taken to avoid injury to self, coworkers, parents, students and public; the individual participates in safety programs and training. Comments:
<b>Adherence to Policy &amp; Organizational Support</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent to which an employee follows and actively supports the Park Hill School District Code of Conduct, regulations, guidelines, procedures, District policies, etc. Comments:
<b>Communication Skills</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent to which the employee effectively conveys information and ideas to others; expresses information verbally and in writing in a clear and accurate manner; demonstrates skill in listening and interacting with others in a helpful and informative manner; demonstrates respect for all individuals regardless of their background or culture; maintains confidentiality and privacy of student/staff/family/District information. Comments:
<b>Teamwork/ Interpersonal Skills/Cooperation</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent to which the employee is cooperative, helpful, adaptable and flexible to change; shares information and resources; works effectively with others to accomplish department, building, program and District goals. Comments:
<b>Attendance &amp; Punctuality</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent to which the employee adheres to work schedules, communicates effectively regarding leave or schedule changes and has an acceptable overall attendance record. Comments:
<b>Quality &amp; Quantity of Work</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent to which the employee exhibits accuracy, efficiency (both in time and resources), initiative and productivity; effectively balances workload, finishes various tasks and establishes, reviews and revises work for continuous improvement. Comments:
<b>Dependability &amp; Reliability</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent to which the individual consistently assumes responsibilities and ensures tasks are followed to completion on time, without sacrificing accuracy or quality; assumes accountability in performed tasks, exercises self-reliance and independence, is adaptable to change and effectively prioritizes projects. Comments:
<b>Decision Making/Judgment/ Problem Solving</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent to which the employee identifies problems, collects, communicates and evaluates relevant information, draws appropriate conclusions, understands the impact of his/her decisions on others and makes appropriate decisions in a timely manner; displays creativity, ingenuity and innovation, as applicable; asks for help when necessary. Comments:
<b>Job Knowledge &amp; Skills</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent to which the employee understands and applies principles, methods, regulations and policies required of the position, maintains required licensure and certifications, uses technology when appropriate and possesses and demonstrates knowledge required on job. Comments:
<b>Other</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	

**SUPERVISORY ASSESSMENT (Only complete as applicable.)**

CRITERION	RATING	DESCRIPTOR
<b>Leadership and Organization</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent to which the employee establishes and communicates expectations, appropriately delegates work, exhibits enthusiasm, dedication, ethical behavior and team building skills. Comments:
<b>Development of Others</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent, to which the employee effectively coaches and motivates others, provides timely performance feedback, conducts developmental performance reviews, and provides opportunities for growth and development of others. Comments:
<b>Resource Management</b>	<input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> D	The extent to which all assets including equipment, budget, staff, time and space are managed effectively and efficiently. Comments:

**DEVELOPMENT SUMMARY**

AREAS OF COMMENDABLE SERVICE	AREAS FOR IMPROVEMENT (COMPLETE ACTION PLAN AS FOLLOWS)

ACTION PLANS/SPECIAL PROJECTS	TIME LINE

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

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature indicates that evaluation has been reviewed with the employee but does not necessarily reflect agreement.*

Co-Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

*If Applicable*

<p><b>EMPLOYEE COMMENTS</b></p>   
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## Glossary

**Administrator / Supervisor** – The personnel authorized to implement the evaluation process and is also known as the evaluator throughout the process.

**Artifact Data** – Documents or tangible items of information related to performance. Artifacts are typically supplied by the employee but may be collected from another related source.

**Criteria** – The items used to evaluate the employee's performance. The criteria describe the behavior of the employee or the skill of the employee related to effective performance.

**Descriptors** – Descriptors are phrases that aid in defining and outlining the expected behavior for a particular criterion. The descriptors are not all inclusive listings of behaviors that might be associated with a criterion.

**Professional Improvement Plan (P.I.P)** – A plan that assists the employee in attaining an expected level of performance on a criterion. A PIP denotes a concern about performance.

**Short Form** – A form that may be used to document the performance of the employee on a single criterion.



# Supplemental Professional Observation Record

## (Short Form)

The Supplemental Professional Observation Record is used when documenting only one or two criteria.

Artifact Data

Non-Observed Data

Drop-In Observation

Employee \_\_\_\_\_

School/Grade/Subject \_\_\_\_\_

Administrator/Supervisor \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Criterion:

Data:

Criterion:

Data:

Employee's comments:

Administrator's/Supervisor's comments:

\_\_\_\_\_  
Employee's signature

Date / /

\_\_\_\_\_  
Administrator's/Supervisor's signature

Date / /

Signature indicates the above has been reviewed and discussed. Copies to employee and administrator/supervisor.

# Park Hill Professional Improvement Plan

The Park Hill Professional Improvement Plan is used to assist employees not meeting District expectations in one or more criteria. The administrator/supervisor can assign a Plan of Assistance at any time a deficiency is noted.

Employee \_\_\_\_\_ School \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Assignment \_\_\_\_\_

## I. Criterion area to be improved

## II. Expected Outcomes (what will be done)

## III. Plan of Action (how it will be done)

## IV. Resources Needed (people, materials or in-service)

*Park Hill Professional Improvement Plan, cont.*

**V. Progress Checks (time line)**

**VI. Evaluator's Comments**

**VII. Employee's Comments**

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

cc: Human Resource Office



**Park Hill School District**  
*Letter of Warning*

Date \_\_\_\_\_

Employee Name: \_\_\_\_\_ Job Position: \_\_\_\_\_

**Type of Offense:**    \_\_\_ Attendance    \_\_\_ Safety    \_\_\_ Work Performance  
\_\_\_ Personal Conduct    \_\_\_ Harassment    \_\_\_ Policy Violation    \_\_\_ Other

**Explanation of Offense:**

**Corrective Action Plan:**

**Supervisor Comments:**

\_\_\_\_\_  
Assistant Superintendent

\_\_\_\_\_  
Supervisor Signature

**Employee Comments**

\*Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Failure to correct this problem or to avoid future problems, may result in further disciplinary action, including suspension or termination.

\*Signature acknowledges receipt of the warning, not necessarily agreement. (Copy to employee file)

