

Memo

To: Administrators, Directors, and Principals
From: Andrew Turner, Human Resource Director
Date: April 17, 2019
Re: Classified Staff Evaluation

ALL classified staff should be evaluated by **April 30, 2019.** Attached are the evaluation forms. Please use the Paraprofessional evaluation form for Paraeducators and the Classified Evaluation form for all other Classified Personnel

REMINDER – if you have staff that state they will not be returning next year, give them a resignation notice to sign and send that notice to the Personnel Office.

Return the completed evaluation forms to the Personnel Office by April 30, 2019. ¹

Enclosure:

Evaluation Forms

Resignation Form

Board Policy

GCI Classified Employee Evaluation

GCI

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Approved: KASB Recommendation – 2/98

GCI-R Classified Employee Evaluation

GCI-R

Classified employees shall be evaluated by the administrator to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: KASB Recommendation – 2/98

PARAPROFESSIONAL EVALUATION

EMPLOYEE NAME	DATE	EMPLOYEE JOB TITLE
ROOM/TEACHER	HIRE DATE	90 DAY OR ANNUAL EVALUATION

EVALUATION KEY:

5: Consistently Exceeds Expectations - Employee displays at all times, without exception, a consistently high level of job related skills, abilities, initiative, and productivity. All assignments/responsibilities are completed beyond the level of expectation. Initiative and self-direction are characteristic. Acts as a role model for others.

4: Often Exceeds Expectations - Employee displays a high level of job related skills, abilities, initiative, and productivity, exceeding requirements in some areas.

3: Meets Expectations - Employee displays and maintains an effective and consistent level of performance of the job related skills under review. Work output regularly achieves desired or required outcomes or expectations. Problems or errors are reported and corrected quickly.

2: Some Improvement And Professional Development Needed - Employee demonstrates a need for professional development in order to consistently meet expectations. Employee at this level displays inconsistency in the performance of the job related skills under review and output at times falls below acceptable levels.

1: Major Improvement Needed - Work output is consistently low, regularly fails to meet required outcomes, and error rate is high requiring repetition of duty or completion by others. Tasks may be significantly late at times or incomplete, with serious or potentially serious consequences. Unacceptable performance.

<u>1. PROFESSIONAL ATTITUDE AND BEHAVIOR</u>	1	2	3	4	5
1. Appropriately displays courtesy to volunteers and public (parents, visitors, bus drivers, etc.)					
2. Keeps information about students and families confidential (at school and outside school)					
3. Takes initiative and works effectively with staff and coworkers (is friendly, cooperative, etc.)					
4. Displays fairness and impartiality to students					
5. Accepts constructive feedback or suggestions and/or solicits it					
6. Follows Personnel Manual policies for expressing concerns and problems					
7. Maintains feelings of trust and open communication with teacher and other staff, and refrains from gossip					

SUMMARY COMMENTS:

<u>2. PROFESSIONAL RESPONSIBILITIES</u>	1	2	3	4	5
8. Is dependable and follows classroom schedules, returns from breaks on time					
9. Clocks in and out on time per tardy policy, (5=no tardies, 4=1-5 tardies, 3=has not received disciplinary action for tardies, 2=verbal warning for tardies, 1=written warning for tardies)					
10. Demonstrates good attendance (5=no sick time used, 4=some sick time used, 3=all sick time used, 2=written warning for attendance, 1=final warning for attendance)					

<u>2. PROFESSIONAL RESPONSIBILITIES Cont'd</u>	1	2	3	4	5
11. Follows policies and procedures					
12. Carries out recommended instructions, methods or techniques to be used with students					
13. Displays good judgment in decision-making situations (when teacher is or is not available)					
14. Displays initiative by proactively completing assigned and additional jobs or tasks, and does not have to be directed to specific jobs each time. Work independently and utilizes effective time management					
15. Displays adaptability in new situations, including changes in schedule, classrooms, procedures, etc., easily					
SUMMARY COMMENTS:					
<u>3. SKILLS WITH STUDENTS</u>	1	2	3	4	5
16. Effectively implements instructional tasks using prompts and reinforcement correctly, maximizing student success					
17. Accurately and completely records results of instructional tasks and other information as required, using real time data					
18. Proactively manages individuals and groups throughout the various activities of the school day					
19. Establishes rapport and elicits positive responses from students					
20. Uses clear and concise directions, which are easily understood by students					
21. Consistently follows classroom routines independently (classroom reinforcement and discipline systems such as star charts, activity reinforcement, etc. and student positioning, toileting, etc.)					
22. Consistently implements formal behavior plans, following written procedures and recording real time data appropriately					
23. Notices moods, physical/health/hygiene of students and responds appropriately					
24. Recognizes and appropriately addresses safety concerns					
SUMMARY COMMENTS:					

TOTAL SCORE=_____

INCREASE IF APPLICABLE=_____

STRENGTHS:

AREAS OF PROFESSIONAL DEVELOPMENT:

EMPLOYEE COMMENTS:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Classified Personnel Evaluation

Employee _____

Date _____

Position _____

Building _____

I. Personal Qualities	Acceptable	Need Improvement	NA	Comments
1. Punctual				
2. Wise use of time				
3. Neat and well groomed				
4. Gets along with school personnel				
5. Relations with public				
6. Relations with students				
7. General attitude				
8. Physical health/does not abuse leave				
9. Is supportive of administrative decisions				
10. Is self motivated				

II. Work Related Skills*	Acceptable	Need Improvement	NA	Comments
1. Able to cope with stressful situations				
2. Communicates effectively				
3. Cooperative with others				
4. Quality of work				
5. Quantity of work				
6. Organization of work				
7. Understanding of the work				
8. Follows directions				
9. Adaptability				
10.Promptness in completing tasks				
11.Care of equipment				
12.Is able to direct and supervise others				
13.Is capable of setting up equipment and operating it				

* Specific indicators from each employee's job description should be inserted here.

III. Commitment to Duty	Acceptable	Need Improvement	NA	Comments
1. Loyalty				
2. Strives for self improvement				
3. Is trustworthy				
4. Dependable				
5. Used good judgement				
6. Accepts criticism and suggestions in a positive manner				
7. Keeps information confidential concerning school records and operations as it pertains to pupils, parents & school personnel				

Job Targets

Signatures	
Employee	Evaluator
Date	Date

Manhattan-Ogden USD 383
Manhattan, Kansas
RESIGNATION NOTICE

NAME: _____

TODAYS DATE: _____

SOCIAL SECURITY NUMBER: _____

LAST DAY TO WORK: _____

POSITION #1: _____

LOCATION: _____

POSITION #2 _____

LOCATION: _____

I AM RESIGNING FOR THE FOLLOWING REASON(S):

- MOVING FROM AREA
- MARRIAGE
- PREGNANCY
- RETURNING TO SCHOOL
- SCHEDULE CONFLICT
- CHANGE IN CAREER INTEREST
- WISH TO SPEND MORE TIME WITH FAMILY
- WISH TO SPEND MORE TIME WITH LEISURE ACTIVITIES
- WISH TO SPEND MORE TIME WITH SCHOOL STUDIES
- DISSATISFIED WITH WORKING HOURS
- DISSATISFIED WITH FELLOW WORKERS INCLUDING MANAGEMENT
- DISSATISFIED WITH JOB ASSIGNMENT
- DISSATISFIED WITH PERSONAL PROGRESS
- DISSATISFIED WITH PROMOTIONAL OPPORTUNITIES
- DISSATISFIED WITH SALARY
- DISSATISFIED WITH EMPLOYEE BENEFITS
- DISSATISFIED WITH TRAINING
- CONCERN FOR PERSONAL SAFETY
- OTHER _____

FORWARDING ADDRESS:

EFFECTIVE DATE: _____

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE