



## **Performance Appraisal - Certified Staff**

**Evaluation 2016-2017 for:**

**Building & District:**

**Prepared by:**

**Date:**

<p><b>Summit Educational Service Center</b>  <b>Performance Appraisal for Certified Staff</b></p>
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The Summit Educational Service Center recognizes the importance of a program of performance assessment and professional growth and development for all Educational Service Center personnel.

Administrative personnel and all other certified/licensed staff will be evaluated at least two times during their contract year. More frequent evaluations may occur if necessary to address specific performance issues. Each teacher or certified employee being evaluated shall receive a written report of the results of the evaluation not later than 10 days following the date of the evaluation.

Each evaluation of teachers shall consist of two (2) observations of the teacher instructing students, each of which is to be of at least thirty (30) minutes duration.

The following schedule applies to certified/licensed staff evaluations:

<b>Administrative contract personnel</b>	<p><i>1<sup>st</sup> evaluation by December 15<sup>th</sup></i>  <i>2<sup>nd</sup> evaluation by February 28<sup>th</sup></i></p>
<b>Certified contract personnel</b>	<p><i>1<sup>st</sup> evaluation by December 15<sup>th</sup></i>  <i>2<sup>nd</sup> evaluation by March 15<sup>th</sup></i></p>
<b>LEA-assigned certified personnel</b>	<p><i>1<sup>st</sup> evaluation by December 15<sup>th</sup></i>  <i>2<sup>nd</sup> evaluation by March 15<sup>th</sup></i></p>

**Guidelines for completing the Performance Appraisal**

The ***Performance Appraisal for Certified Staff*** is to be completed by the administrator or supervisor designated by the ESC Superintendent or, for LEA-assigned individuals, by the appropriate district administrator. The appraiser and the staff member will meet to discuss the appraiser’s evaluation. This meeting will focus on performance related to position expectations and on goals for improvement and growth.

Certified staff members are evaluated in six ***Performance Categories***. Performance in these categories will be evaluated as:

- ***Target Area*** - needs improvement; growth and development in this area is necessary
- ***Meets Expectations*** - consistently meets the expectations of the position
- ***Exceeds Expectations*** - performance regularly exceeds the expectations of the position

The staff member and the appraiser are encouraged to enter comments on the *Appraisal Process – Comments* pages to illustrate and support the evaluation of each *Performance Category*.

**The *Performance Appraisal* documents should be signed by the person conducting the appraisal and by the staff member and returned to the Human Resources Department, Summit ESC by the dates indicated above.**

SUMMIT EDUCATIONAL SERVICE CENTER  
**PERFORMANCE APPRAISAL FOR CERTIFIED STAFF**

*Appraiser's Form for*

Performance Categories	Descriptors	* TA	* ME	* EE
<b>Professional Growth</b>	<ul style="list-style-type: none"> <li>Demonstrates a commitment to continued learning and growth with regard to assigned roles/responsibilities and the mission of the organization.</li> </ul>			
	<ul style="list-style-type: none"> <li>Balances the needs of individual professional development with the needs of this office and job.</li> </ul>			
<b>Follows Board Policies and Regulations Communication</b>	<ul style="list-style-type: none"> <li>Adheres to Board procedures and policies.</li> </ul>			
	<ul style="list-style-type: none"> <li>Demonstrates a professional and positive manner in communications with both external and internal parties.</li> </ul>			
	<ul style="list-style-type: none"> <li>Effectively utilizes office technologies (i.e., voice mail, e-mail accessible calendars).</li> </ul>			
<b>Reliability</b>	<ul style="list-style-type: none"> <li>Completes assigned tasks and fulfills assigned responsibilities in a timely manner.</li> </ul>			
	<ul style="list-style-type: none"> <li>Establishes a pattern of being dependable and punctual.</li> </ul>			
<b>Work Habits/Attitude</b>	<ul style="list-style-type: none"> <li>Demonstrates the ability to work unsupervised.</li> </ul>			
	<ul style="list-style-type: none"> <li>Work is done thoroughly and accurately and with consistency.</li> </ul>			
	<ul style="list-style-type: none"> <li>Demonstrates respect for co-workers.</li> </ul>			
	<ul style="list-style-type: none"> <li>Understands and accepts his/her responsibility to the team and colleagues within the organization.</li> </ul>			
	<ul style="list-style-type: none"> <li>Is able to adapt to the changing needs of the team/organization.</li> </ul>			
	<ul style="list-style-type: none"> <li>Understands and demonstrates the beliefs and vision of this office.</li> </ul>			
	<ul style="list-style-type: none"> <li>Understands the nature and confidentiality of information he/she encounters on the job.</li> </ul>			
<b>Attendance</b>	<ul style="list-style-type: none"> <li>Maintains an accessible, up-to-date calendar/schedule.</li> </ul>			
	<ul style="list-style-type: none"> <li>Adheres to office policies regarding attendance, reporting absences, etc.</li> </ul>			

\* Target Area  
 \* Meets Expectations  
 \* Exceeds Expectations

*Thoughts for future direction:*

Appraiser Signature    Date

Staff Member Signature

Date

# SUMMIT EDUCATIONAL SERVICE CENTER

## PERFORMANCE APPRAISAL FOR CERTIFIED STAFF *Comments and/or Goals*

Performance Category	Appraiser Comments	Staff Member Comments
<i>Professional Growth</i>		
<i>Follows Board Policies and Regulations</i>		
<i>Communications</i>		
<i>Reliability</i>		

# SUMMIT EDUCATIONAL SERVICE CENTER

## PERFORMANCE APPRAISAL FOR CERTIFIED STAFF *Comments and/or Goals*

Performance Categories	Appraiser Comments	Staff Member Comments
<i>Work Habits/Attitude</i>		
<i>Attendance</i>		

Appraiser Signature

Date

Staff Member Signature

Date