



COLORADO SPRINGS SCHOOL DISTRICT 11
PERFORMANCE EVALUATION
EDUCATIONAL SUPPORT PROFESSIONAL CLERICAL

Name: Click or tap here to enter text.
Employee ID# Click or tap here to enter text.
Job Title: Click or tap here to enter text.
Job Location: Click or tap here to enter text.

Evaluation Date: Click or tap to enter a date.
Evaluator Name: Click or tap here to enter text.

Evaluation Period Covered: (From): Click or tap to enter a date. **(To):** Click or tap to enter a date.

Reason for Evaluation: (Check ONE) Trial Period **30 Days** **60 Days** **89 days** **Annual** **Other**

	Quality Standard I Employee demonstrates mastery of the position for which they are responsible.	Quality Standard II Employee supports an inclusive and respectful work environment.	Quality Standard III: Employee effectively plans and delivers services in support of the District Strategic Plan.	Quality Standard IV: Employee demonstrates professionalism through ethical conduct and leadership.
Element A	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Element B	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Element C	Choose an item.		Choose an item.	Choose an item.
Element D	Choose an item.			
Element E	Choose an item.			
Total/Competency	Choose an item.	Choose an item.	Choose an item.	Choose an item.
OVERALL RATING				Choose an item.

OVERALL PERFORMANCE RATING SCALE

Ineffective-Does not meet necessary performance standards
Partially Proficient-Progressing towards necessary performance
Effective-Meets expected performance
Highly Effective-Exceeds expected performance

Remediation Plan Developed YES NO
Remediation Plan Attached YES NO

Quality Standard(s) for improvement: (Identify Ineffective and Partially Proficient Quality Standards, specific areas for growth, and available supports for needed growth.)

Areas of Strength:

Identified areas to include in Growth Plan for next School Year:

Employee’s Signature _____ Date _____

Evaluator’s Signature _____ Date _____

Evaluator’s Job Title _____

The employee’s signature above indicates that he or she has reviewed this summative evaluation in conference with the evaluator. It does not indicate agreement with the content of this evaluation.

Quality Standard I: Employee demonstrates mastery of the position for which they are responsible.

Element A: Employee demonstrates general office management skills.

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p>Growth is needed in:</p> <ul style="list-style-type: none"> Showing good judgement in office management techniques. Displaying a warm and friendly manner with visitors. Understanding the requirements of the job position. Following minimally detailed written and oral instruction without direct supervision 	<p>Consistency is needed in:</p> <ul style="list-style-type: none"> Showing good judgement in office management techniques. Displaying a warm and friendly manner with visitors. Understanding the requirements of the job position. Following minimally detailed written and oral instruction without direct supervision 	<p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Showing good judgement in office management techniques. Displaying a warm and friendly manner with visitors. Understanding the requirements of the job position. Following minimally detailed written and oral instruction without direct supervision 	<p>Shows leadership by:</p> <ul style="list-style-type: none"> Being forward thinking in proposing office management techniques that enhance work productivity. Creating a safe and inviting office culture. Supporting colleagues in the growth of the skill set necessary for a clerical position.

Element B: Employee demonstrates competency in clerical duties.

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p>Growth is needed in:</p> <ul style="list-style-type: none"> Checking and recording data accurately in minimal time. Operating office equipment appropriately and in a safe manner. Maintaining equipment and supplies in a clean, orderly, and functional manner. Handling routine school system reports effectively and accurately. Maintaining an accurate filing system. Applying computer skills specific to required job function. 	<p>Consistency is needed in:</p> <ul style="list-style-type: none"> Checking and recording data accurately in minimal time. Operating office equipment appropriately and in a safe manner. Maintaining equipment and supplies in a clean, orderly, and functional manner. Handling routine school system reports effectively and accurately. Maintains an accurate filing system. Applying computer skills specific to required job function. 	<p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Checking and recording data accurately in minimal time. Operating office equipment appropriately and in a safe manner. Maintaining equipment and supplies in a clean, orderly, and functional manner. Handling routine school system reports effectively and accurately. Maintains an accurate filing system. Applying computer skills specific to required job function. 	<p>Shows leadership by:</p> <ul style="list-style-type: none"> Helping others to grow in accurate data recording. Training others to operate office equipment appropriately and safely. Maintaining equipment and supplies in a clean, orderly, and functional manner and contacting the correct people to resolve issues. Recommending better filing systems. Supporting others to grow job specific computer skills.

Element C: Employee implements and is consistent in the application of school and district rules, regulations, procedures, and policies.

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p>Growth is needed in:</p> <ul style="list-style-type: none"> Following school/department level procedures as prescribed by the principal/department supervisor. Adhering to system level Board policies, and administrative guidelines. 	<p>Consistency is needed in:</p> <ul style="list-style-type: none"> Following school/department level procedures as prescribed by the principal/department supervisor. Adhering to system level Board policies, and administrative guidelines. 	<p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Following school/department level procedures as prescribed by the principal/department supervisor. 	<p>Shows leadership by:</p> <ul style="list-style-type: none"> Supporting others in understanding, implementing, and adhering to school/department level procedures, Board policies and administrative guidelines, state and federal regulations as applicable to the position.

<ul style="list-style-type: none"> Adhering to state and federal regulations as applicable to position. 	<ul style="list-style-type: none"> Adhering to state and federal regulations as applicable to position. 	<ul style="list-style-type: none"> Adhering to system level Board policies, and administrative guidelines. Adhering to state and federal regulations as applicable to position. 	
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Element D: Employee prepares, plans, and performs work assignments and projects effectively and efficiently.

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
Growth is needed in: <ul style="list-style-type: none"> Initiating plans/steps and completing them with minimal direction. Prioritizing tasks for short and long term goals, determining daily needs and setting priorities for the future. Completing work efficiently and accurately according to timelines provided. 	Consistency is needed in: <ul style="list-style-type: none"> Initiating plans/steps and completing them with minimal direction. Prioritizing tasks for short and long term goals, determining daily needs and setting priorities for the future. Completing work efficiently and accurately according to timelines provided. 	There is an established/imbedded practice of: <ul style="list-style-type: none"> Initiating plans/steps and completing them with minimal direction. Prioritizing tasks for short and long term goals, determining daily needs and setting priorities for the future. Completing work efficiently and accurately according to timelines provided. 	Shows leadership by: <ul style="list-style-type: none"> Guiding others to develop skills for: Initiating plans/steps and completing them with minimal direction. Prioritizing tasks for short and long term goals, determining daily needs and setting priorities for the future. Completing work efficiently and accurately according to timelines provided.

Element E: Employee demonstrates competency in implementing required procedures, including appropriate support for and documentation for budgeting, accounting, and inventory responsibilities.

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
Growth is needed in: <ul style="list-style-type: none"> Completing or supporting others in completing school district budgeting/accounting procedures as required accurately and in a timely fashion. Maintaining accurate and up-to-date supply records and supply orders. Maintaining accurate inventory including the location of school/department assets. 	Consistency is needed in: <ul style="list-style-type: none"> Completing or supporting others in completing school district budgeting/accounting procedures as required accurately and in a timely fashion. Maintaining accurate and up-to-date supply records and supply orders. Maintaining accurate inventory including the location of school/department assets. 	There is an established/imbedded practice of: <ul style="list-style-type: none"> Completing or supporting others in completing school district budgeting/accounting procedures as required accurately and in a timely fashion. Maintaining accurate and up-to-date supply records and supply orders. Maintaining accurate inventory including the location of school/department assets. 	Shows leadership by: <ul style="list-style-type: none"> Teaching others the required school/district budgeting/accounting procedures. Supporting others in maintaining accurate supplies and ordering when appropriate. Supporting others in maintaining accurate inventory controls.

Quality Standard II: Employee supports an inclusive and respectful work environment.

Element A: Employee develops and maintains relationships with individuals and groups, resulting in positive outcomes.

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p>Growth is needed in:</p> <ul style="list-style-type: none"> Establishing and building constructive, effective relationships. Supporting group productivity. Respecting the opinions and ideas of others. Including others in pertinent conversations and decisions. 	<p>Consistency is needed in:</p> <ul style="list-style-type: none"> Building constructive, effective relationships. Supporting group productivity. Identifying and suggesting solutions in which all parties are respected and from which they can benefit. Gathering input from appropriate stakeholders. 	<p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Constructive, effective relationships. Working to enhance group productivity by building consensus and setting a positive tone in work and actions. Demonstrating respect for opinions, priorities, ideas, and time of others. Identifying solutions in which all parties can benefit. Thinking about issues impacting others and includes them, when necessary. 	<p>Shows leadership by:</p> <ul style="list-style-type: none"> Developing and maintaining relationships. Working to enhance group productivity by building consensus and setting a positive tone in work and actions. Demonstrating respect for the opinions, priorities, ideas, and time of others. Identifying, leading, and developing solutions in which all parties benefit. Involving others impacted by decisions.

Element B: Employee expresses thoughts and ideas verbally or in writing in individual or group settings.

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p>Growth is needed in:</p> <ul style="list-style-type: none"> Communication. Ability to adapt communication to the audience. Responding in a timely manner. Not judging or criticizing the ideas of others. Listening to others without interrupting. 	<p>Consistency is needed in:</p> <ul style="list-style-type: none"> Communication that is clear and easily understandable. Adapting communication to the audience. Responding in a timely manner. Not judging or criticizing the ideas of other. Listening to others without interrupting. 	<p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Communication that is clear and ensures understanding. Adapting communication to the audience. Responding in a timely manner. Refraining from judgement and criticism of others' ideas. Listening for understanding of others' intended message before responding. 	<p>Shows leadership by:</p> <ul style="list-style-type: none"> Proactively communicating with clarity ensuring understanding. Dynamically adapting communication to the audience. Consistently responds in a timely manner. Encouraging others to give their points of view. Being approachable at all times. Actively listens to understand others' intended message before responding, and follows-up.

Quality Standard III: Employee effectively plans and delivers services in support of the District Strategic Plan.

Element A: Employee identifies and responds to customer needs

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p>Growth is needed in:</p> <ul style="list-style-type: none"> Meeting customer needs. Responding appropriately to customers. Responding to customers in a timely manner <i>WITH</i> accurate information. Delivering solutions to customer problems. Demonstrating an ability or willingness to build relationships with customers. Ensuring customer satisfaction. 	<p>Consistency is needed in:</p> <ul style="list-style-type: none"> Regularly meeting customer needs. Responding appropriately to customers. Responding to customers in a timely manner with accurate information. Delivering solutions to customer problems. Building relationships with customers. Following up with customers to ensure they are satisfied. 	<p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Meeting customers' needs. Responding to customers in a timely manner with accurate information. Delivering solutions to customer problems. Building relationships with customers. Following up with customers to ensure they are satisfied. 	<p>Shows leadership by:</p> <ul style="list-style-type: none"> Anticipating customers' needs and proactively addressing them. Consistently responding to customers in a timely manner with accurate information. Discussing options with customers for alternative ways to meet expectations. Building high trust relationships with customers. Regularly following up with customers to ensure they are satisfied.

Element B: Employee demonstrates initiative, efficiency, and productivity.

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p>Growth is needed in:</p> <ul style="list-style-type: none"> Using time efficiently in order to meet work deadlines by establishing priorities appropriately. Adjusting to changing workloads or schedules. Developing self-direction, resourcefulness, and/or creativity in completing tasks. Identifying solutions to unanticipated barriers in completing job responsibilities. Independently beginning and completing job responsibilities. 	<p>Consistency is needed in:</p> <ul style="list-style-type: none"> Using time efficiently in order to meet work deadlines by establishing priorities appropriately. Adjusting to changing workloads or schedules. Developing self-direction, resourcefulness, and/or creativity in completing tasks. Identifying solutions to unanticipated barriers to completing job responsibilities. Independently beginning and completing job responsibilities. 	<p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Using time efficiently in order to meet work deadlines by establishing priorities appropriately. Adjusting to changing workloads or schedules. Developing self-direction, resourcefulness, and/or creativity in completing tasks. Identifying solutions to unanticipated barriers to completing job responsibilities. Independently beginning and completing job responsibilities. 	<p>Shows leadership by:</p> <ul style="list-style-type: none"> Helping others in using time efficiently in order to meet work deadlines by establishing priorities appropriately. Anticipating and adjusting to changing workloads or schedules. Developing self-direction, resourcefulness, and/or creativity in completing tasks. Helping others to identify solutions to unanticipated barriers to completing job responsibilities. Identifying solutions to unanticipated barriers to completing job responsibilities.

Element C: Employee exhibits behaviors that indicate commitment to the mission and vision of the District.

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p>Growth is needed in:</p> <ul style="list-style-type: none"> Displaying actions that support the well-being and success of students, parents, co-workers, and community. 	<p>Consistency is needed in:</p> <ul style="list-style-type: none"> Displaying actions that support the well-being and success of students, parents, co-workers, and community. 	<p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Displaying actions that support the well-being and success of students, parents, co-workers, and community. 	<p>Shows leadership by:</p> <ul style="list-style-type: none"> Being a role model and advocate for the well-being and success of students, parents, co-workers, and community.

Quality Standard IV: Employee demonstrates professionalism through ethical conduct and leadership.

Element A: Employee demonstrates high standards for ethical and professional conduct

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p>Growth is needed in:</p> <ul style="list-style-type: none"> Maintaining professional behavior and demeanor through being respectful of others, showing courtesy and exhibiting integrity. Adhering to applicable policies and procedures. Exhibiting appropriate behavior and a positive attitude. Demonstrating reliability in adhering to scheduled work times, is rarely absent. 	<p>Consistency is needed in:</p> <ul style="list-style-type: none"> Maintaining professional behavior and demeanor through being respectful of others, showing courtesy, and exhibiting integrity. Adhering to applicable policies and procedures. Exhibiting appropriate behavior and a positive attitude. Demonstrating reliability in adhering to scheduled work times, is rarely absent. 	<p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Maintaining professional behavior and demeanor through being respectful of others, showing courtesy, and exhibiting integrity. Adhering to applicable policies and procedures. Exhibiting an attitude of helpfulness and reliability. Demonstrating reliability in adhering to scheduled work times, is rarely absent. 	<p>Shows leadership by:</p> <ul style="list-style-type: none"> Setting an example of professional behavior and demeanor through being respectful of others, showing courtesy, and exhibiting integrity. Demonstrates in-depth knowledge of policies and procedures. Taking ownership and pride in their work.

Element B: Employee links professional growth to their professional goals

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p>Growth is needed in:</p> <ul style="list-style-type: none"> Reflecting on and engaging in professional learning activities aligned to enhancing job performance. 	<p>Consistency is needed in:</p> <ul style="list-style-type: none"> Apply knowledge and skills learned through professional development to improve performance. Seeking and/or implementing performance feedback from supervisor. 	<p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Consistently applying knowledge and skills learned through professional development to improve performance. Seeking and/or implementing supervisor feedback to improve performance. 	<p>Shows leadership by:</p> <ul style="list-style-type: none"> Seeking out professional development opportunities to expand job applicable knowledge and skills to enhance performance.

Element C: Employee works to respond in a dynamic and complex environment

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p>Growth is needed in:</p> <ul style="list-style-type: none"> Accepting change. Not sabotaging the change efforts of others. Working well with diverse people and groups to facilitate change. 	<p>Consistency is needed in:</p> <ul style="list-style-type: none"> Adjusting style and behavior to the needs of the situation. Adapting to changing work environments, work priorities, and organizational needs. Working with diverse people or groups to facilitate change. Reacting positively to changing work environments and priorities. 	<p>There is an established/imbedded practice of:</p> <ul style="list-style-type: none"> Adjusting style and behavior to the needs of the situation. Responding positively to changing situations. Being open and willing to learn new ways of performing job responsibilities. 	<p>Shows leadership by:</p> <ul style="list-style-type: none"> Anticipating change and seamlessly adapting style and behavior to the needs of the situation. Helping others to see the positive aspects of change. Bringing forward innovative ways of enhancing and/or performing job responsibilities.