

# APPENDIX C

## DURANGO SCHOOL DISTRICT 9-R SUPPORT STAFF SUMMATIVE EVALUATION FORM

Name: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_  
 School/Site: \_\_\_\_\_ Position: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_

Complete the Performance Criteria Rubric for each Skill Area, and then record the employee's rating on the matrix below.

If an employee receives a rating of "N"(Needs Improvement) in any one performance area, s/he will be placed on a Written Improvement Plan (sign, date, and attach). If an employee receives a rating of "N"( Needs Improvement) in any two performance areas s/he will be placed on a Remediation Plan (sign, date, and attach).

NA = Not Applicable; A = Accomplished; P = Proficient; N = Needs Improvement.

	NA	A	P	N
Safety				
Communication				
Professional Conduct				
Teamwork				
Leadership				
Quality of Work				

Data Sources used in this evaluation:

*One or more ratings of "Needs Improvement" in a performance criteria may not result in a "Needs Improvement" rating in the performance area.*

**Comments:** (Ratings of "A" or "N" must be supported by a description of rationale for rating.)

**Strengths:**

**Area(s) needing improvement:**

**Goals:**

I have read this form and understand it will be part of my permanent employee record. Further, I understand my signature verifies that I have read the above information and have met with my evaluator to discuss this observation. It does not indicate whether I agree or disagree. Employee may attach comments concerning the evaluation.

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

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

## Durango 9-R Support Staff Performance Criteria Rubrics

### Safety

Safety in the work place involves an awareness and adherence to all safety procedures. The employee must practice safety work habits, report possible safety hazards to supervisor and attend all safety raining that is provided.

Skills	Needs Improvement	Proficient	Accomplished
<b>Follows Procedures</b>	___ Does not follow district safety procedures. Shows little awareness of possible safety hazards. Does not report possible safety hazards to supervisor.	___ Follows District safety procedures.	___ Follows District Safety Procedures to keep the work place, staff, and students safe. Makes suggestions to improve safety in the work place.
<b>Awareness</b>	___ Shows little concern for safety in the work place or for staff and students.	___ Recognizes and reports possible safety hazards to supervisor.	___ Serves as a safety resource to others. May provide training. May serve as a member of the building safety team.
<b>Awareness and Application of Procedures</b>	___ Is not aware of and does not utilize Universal Precautions as prescribed in the safety training. Does not utilize the information in the SDS Manual. Does not provide data sheets when needed.	___ Practices Universal Precautions. Provides new data sheets of materials used in the appropriate work area when applicable. Utilizes the Safety Data Sheets Manual (SDS).	___ Utilizes the SDS manual to keep staff and students safe. Models and applies Universal Precautions appropriately and consistently. Takes other corrective actions when needed.

### Communication

The employee presents information and ideas clearly, effectively, and accurately in a variety of ways both oral and written. Keeps their supervisor, staff, parents, students, community, and district informed. Listens well, asks appropriate questions, and seeks clarity when needed.

Skills	Needs Improvement	Proficient	Accomplished
<b>Listening</b>	___ Is not attentive or does not show interest in information given.	___ Is responsive and thoughtful. Displays interest in what is being said and asks clarifying questions when needed.	___ Demonstrates that information is received and understood.

<b>Responding</b>	___ Does not acknowledge information or provide feedback.	___ Acknowledges that information is both received and understood. Able to correspond both orally and in writing in a timely manner.	___ Acknowledges that information is received and seeks clarification when needed. Shows keen interest, and gives close and thoughtful attention to information. Has the ability to help others express needs, expectations, & goals in a clear, concise, logical way.
<b>Presenting</b>	___ Communicates in a negative manner. Is unmotivated and lacks ability to express needs or expectations.	___ Communicates with others in a clear and positive manner.	___ Consistently communicates with students, parents, staff, supervisor, and district in a positive and clear manner, with the ability to express needs, expectations, and goals for all.
<b>Professional Conduct</b>			
The employee contributes to a positive, productive work environment and conveys a professional image of the work place to others. Engages in positive interactions with others and approaches conflict in a diplomatic way.			
<b>Skills</b>	<b>Needs Improvement</b>	<b>Proficient</b>	<b>Accomplished</b>
<b>Responsibility and Contributions</b>	___ Does not complete tasks in a timely manner. Unable to handle more than one responsibility at a time. Does not contribute to a positive working environment. Does not follow District policies, state or federal regulations, written or verbal directions, or the Master Agreement.	___ Completes tasks in a timely manner. Able to handle several responsibilities concurrently. Consistently contributes to a positive working environment. Consistently follows District policies, state and federal regulations, written and verbal directions, and the Master Agreement.	___ Completes tasks in a timely manner and is able to handle several responsibilities concurrently. Identifies and acts on opportunities to assist others in completing their work loads. Creates a positive working environment. Consistently follows District policies, state and federal regulations, written and verbal directions and the Master Agreement. Helps others to understand and uphold policies, regulations, and agreements.
<b>Adaptability</b>	___ Unwilling to adapt to changes in the work place.	___ Adapts to changes in the work place. Able to change plans when necessary.	___ Anticipates when changes in the work place are necessary and adapts to those changes easily. Continually adapts plans according to the needs that arise.

<b>Diplomacy</b>	___ Does not engage in feedback to improve performance. Takes offense when suggestions are made. Does not manage conflict in a constructive manner. Creates situations that bring conflict.	___ Engages in feedback to improve performance. Does not take offense when suggestions are made. Manages conflict in a positive manner and seeks to resolve or minimize situations that cause conflict.	___ Initiates dialogue, receiving and giving feedback, to improve performance. Manages conflict in a positive, constructive manner that is beneficial to all.
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### Teamwork

The employee maintains a collaborative relationship with others. Shows support, respect and value in the contribution of all staff members. Contributes to the achievement of building, department and district goals with an appropriate balance between personal effort and team work.

<b>Skills</b>	<b>Needs Improvement</b>	<b>Proficient</b>	<b>Accomplished</b>
<b>Cooperative</b>	___ Resistant to or takes action against the decisions, policies, and goals of the building, department, or district.	___ Supports the work, decisions, policies, and goals of the building, department, or district and takes action.	___ Promotes the work, decisions, policies, and goals of the building, department, and district.  Takes action to help clarify decisions, policies, and goals for others.
<b>Contributor and Problem Solver</b>	___ Makes infrequent contributions to ideas and/or efforts seeking resolution of issues. Does not actively seek solutions to problems in the work environment.	___ Regularly contributes to ideas and efforts in seeking resolution of issues and/or solutions to problems in the work environment.	___ Consistently contributes to ideas and efforts in seeking resolution of issues and/or solutions to problems in the work environment. Actively promotes problem solving and seeks the contributions of others in that process.
<b>Works Collaboratively with Others and Values the Ideas of Others</b>	___ Frequently closed-minded, judgmental, and/or unresponsive to the ideas expressed by others.	___ Generally open-minded, non-judgmental, and responsive to the ideas of others.	___ Consistently open-minded, non-judgmental, and responsive to the ideas of others. Encourages the participation of others.

### Leadership

The employee seeks to understand the organization as a whole. The employee takes steps to develop themselves as well as others.

<b>Skills</b>	<b>Needs Improvement</b>	<b>Proficient</b>	<b>Accomplished</b>
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<b>Growth and Development</b>	___ Does not utilize goal setting process within the evaluation system as an opportunity for growth and development.	___ Utilize goal setting process within the evaluation system as an opportunity to grow and develop. Recognizes potential within self.	___ Utilizes goal setting process within the evaluation system as an opportunity to grow and develop. Recognizes potential within self and others. Motivates and inspires. Seeks opportunities to assume leadership roles in the building/department and in the district.
<b>Understands Their Role</b>	___ Struggles to understand their role within their building/department and the district.	___ Understands their role within the building/department and understands how their work fits into the district.	___ Understands their impact within the building/department and district and demonstrates the ability to look at the district through multiple viewpoints in order to support the work of the district. Is a role model to others.
<b>Quality of Work</b>			
The employee possesses the knowledge and skills necessary to take initiative and efficiently complete essential duties and job responsibilities as outlined in the job description to generate a quality work product.			
<b>Skills</b>	<b>Needs Improvement</b>	<b>Proficient</b>	<b>Accomplished</b>
<b>Knowledge and Skills</b>	___ Does not demonstrate skills needed to perform essential duties and job responsibilities as outlined in the job description. Does not demonstrate proper use of tools and equipment required by the job. Does not demonstrate a comprehensive understanding of job-related procedures.	___ Demonstrates skills needed to perform essential duties and job responsibilities as outlined in the job description. Demonstrates proper use of tools and equipment required by the job. Demonstrates a comprehensive understanding of job-related procedures.	___ Consistently demonstrates the ability to perform the essential duties and responsibilities as outlined in the job description. Serves as a resource for others. Seeks opportunities to expand in essential duties and responsibilities as outlined in the job description.
<b>Initiative</b>	___ Requires ongoing supervision to initiate and/or complete essential duties and responsibilities as outlined in the job description.	___ Completes essential duties and responsibilities as outlined in the job description with minimal supervision.	___ Consistently completes essential duties and responsibilities as outlined in the job description with minimal supervision. Proactively seeks ways to support the work of others and to advance the goals of the district. Is self-directed and resourceful.

<b>Efficiency and Productivity</b>	____ Uses time inefficiently and frequently exceeds deadlines for completing work.	____ Consistently completes tasks with minimal errors in a timely manner.	____ Consistently completes tasks with minimal errors in a timely manner; and seeks ways to improve efficiencies within the district.
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