

# Corbin Independent School Schools

## Classified Employee Performance Evaluation Student Support Services

Employee Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Worksite/School: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### **Performance Rating**

- Exceptional (E): Employee's performance is outstanding, consistently exceeding the objective. The employee demonstrates initiative and requires minimal supervision.
- Above Average (AA): Employee's performance is good, often exceeding the objective. The employee willingly accepts responsibility and requires only infrequent supervision.
- Satisfactory (S): Employee's performance is adequate, usually accomplishing the objective. The employee follows instructions and requires normal supervision.
- Marginal (M): Employee's performance is substandard and needs improvement. The employee requires frequent supervision and direction.
- Unsatisfactory (U): Employee's performance is unacceptable and is substantially below expectations. The employee rarely accomplishes the objective even with frequent supervision and direction.
- Not Applicable (NA): The objective does not apply to the employee's job function.

**Part A**

<b>Quality and Quantity of Work</b>	<b>E</b>	<b>AA</b>	<b>S</b>	<b>M</b>	<b>U</b>	<b>NA</b>
1. Completes work assignments according to job description and supervisor direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is complete and thorough in fulfillment of job requirements; meets or exceeds quality of work expected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Properly selects and uses equipment to accomplish job goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Meets or exceeds quantity of work expected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Meets deadlines when they exist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Takes initiative in seeking and completing tasks without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Approaches assignments in a positive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Takes initiative to assist coworkers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Responsibility, Dependability, and Attendance</b>	<b>E</b>	<b>AA</b>	<b>S</b>	<b>M</b>	<b>U</b>	<b>NA</b>
1. Reports to work on time; adheres to schedule and is punctual returning from breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Uses sick and leave time appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintains confidentiality of school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Minimizes distractions from external sources (i.e. text, social media, calls, web browsing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Modifies work habits with input from supervisor and then follows through with recommendation as directed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** \_\_\_\_\_  
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\_\_\_\_\_

<b>Personal Characteristics</b>	<b>E</b>	<b>AA</b>	<b>S</b>	<b>M</b>	<b>U</b>	<b>NA</b>
1. Has positive rapport with all stakeholders (i.e. co-workers, parents, teachers, students, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Listens to and accepts instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Dress and attire are appropriate for work assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Works well independently or in groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Demonstrates ambition and desires to learn more than required job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** \_\_\_\_\_  
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**Part B**

<b>Job Descriptors: Student Support Services</b>	<b>E</b>	<b>AA</b>	<b>S</b>	<b>M</b>	<b>U</b>	<b>NA</b>
1. Performs other duties as assigned by Supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Collaborates with school personnel to identify students in need of services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assist students and/or families in obtaining appropriate community resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Arranges for counseling services to students and/or families, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Coordinates school services available from local school personnel, as needed (school nurse, School Psychologist, School Counselor, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provides direct instruction, intervention, and support to students in social emotional and behavioral learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Contributes to a positive school climate by participating in / taking lead in activities to encourage wellness among students and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Creates and implements programming to intentionally foster protective factors and resilience among students and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Builds productive working relationships with relevant community organizations and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provides formal and informal professional learning opportunities for staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Participates in district-wide initiatives to enhance and improve staff and student well-being.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Maintains professional knowledge through the completion of required and relevant professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Participates in and contributes to Comprehensive School and District improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

