



THE INDEPENDENT SCHOOL DISTRICT OF BOISE CITY #1
PERFORMANCE EVALUATION – CLASSIFIED PERSONNEL

Employee's Name (Last Name) (First Name) Position

ID Number School/Dept Evaluator

Check categories as appropriate, not-applicable areas, please mark NA. Use comments to recognize strengths and areas of concern.

- 3 - Proficient
Performance usually exceeds acceptable standards achievements. Goals are consistently on target. Goals fully met. Employee makes a valuable contribution.
2 - Meets
Goals are acceptable/meets standard. May need some support to perform responsibilities independently.
1 - Unsatisfactory
Improvement needed. Little progress made toward meeting goals. Is inconsistent in performance and requires excessive supervision. Results are generally unacceptable and require improvement..
NA - Not Applicable - Not Rated

Section A - Required for all employees

WORK HABITS/PROFESSIONALISM

- 3 2 1 NA
Exhibits dependability and punctuality; reports to assignment when assigned.
Ready to work at scheduled time and remains at work until scheduled quitting time.
Complies with procedures for accurately reporting absences and requesting a substitute (as necessary) using SubFinder.
Exhibits effective problem solving skills.
Demonstrates honesty and effectiveness in performance of duties.
Follows verbal and written instructions.
Works cooperatively and maintains a positive approach toward work responsibilities.
Exhibits knowledge of district and department programs, policies and procedures.
Exercises proper care of district facilities and properties.
Maintains a safe work environment for the prevention of accidents and injuries.

Comments:

PERSONAL RELATIONS/ABILITY TO RELATE

- 3 2 1 NA
Demonstrates cooperation with other employees; deals with difficult people and situations in positive manner; responds cooperatively to request for information or assistance.
Participates as a team player by helping others; exhibits sensitivity and empathy.
Exhibits cooperation with other department staff, including faculty and principal.
Understands and reacts appropriately to student and/or staff behavior.
Exhibits a high level of customer service to all District staff, students, and patrons.
Shows courtesy, respect, and cooperation with the public, including parents and other patrons.
Presents self in a professional manner, including personal appearance and follows dress code.

Comments:

KNOWLEDGE AND PERFORMANCE OF WORK

3	2	1	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fulfills essential functions of duties and responsibilities of job assignment & job description.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibits neatness and maintains work area in an organized and orderly manner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibits thoroughness; accomplishes tasks and responsibilities to completion and on schedule.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shows initiative, organizes and plans tasks to maximize efficiency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains accurate, legible and complete records and reports.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Takes initiative to identify and complete tasks needing to be done.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safeguards confidential and privileged information; maintains confidentiality.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exercises good judgment, follows instructions and accepts responsibility for decisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seeks opportunities to enhance professional growth, skills and knowledge.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates effective knowledge and use of tools and equipment as required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibits willingness to learn new procedures and programs to effectively complete work responsibilities.

Comments:

TECHNOLOGY/TRAINING

3	2	1	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shows competency in the use of technology as required for job assignment and to maximize job performance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates knowledge of equipment and ability to trouble shoot.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibits ability to utilize appropriate software.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completes District mandatory training.

Comments:

Section B - Complete section for specific program/job classification

Clerical and Administrative Staff

3	2	1	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibits effective electronic and phone communication.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nurtures and fosters good working relations with building and program staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Works under pressure and able to handle frequent interruptions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applies and interprets budget and purchasing procedures accurately.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applies timely and effective tracking or reporting practices of programs and assignments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understands the operation of office equipment including a computer and job related software such as Word, Excel, or others.

Comments:

Food Service

3 2 1 NA

Follows food safety and sanitation practices.

Follows USDA regulations pertaining to production and food services.

Presents food in an appealing and attractive manner to customers.

Accounts for food and labor cost to meet fiscal expectations.

Generates revenues using departments marketing tools.

Comments:

Just for Kids

3 2 1 NA

Follows food safety and sanitation practices.

Follows regulations pertaining to production and food services.

Follows Program Procedures for enrollment, payments and withdrawals.

Meets timelines for curriculum, supply and food orders.

Maintains a visually appealing and organized classroom.

Comments:

Paraprofessionals/Instructional Support

3 2 1 NA

Exhibits effective student management skills.

Follows instructions and lesson plans of supervisor and/or teacher.

Shows ability to organize and prepare necessary materials for instruction in a timely manner.

Applies established rules consistently with students and implements appropriate consequences.

Maintains appropriate professional relationships with students during instructional and non-instructional activities.

Exhibits understanding of student needs and behavior.

Shows a willingness to learn about specific disabilities and appropriate strategies.

Exhibits tolerance and understanding of students with learning differences and varying cultural backgrounds.

Comments:

Occupational and Physical Therapists

Completes assessments in a timely manner; assessments include recommendations for involvement of related services that will support the student's access and participation in special education.

Documents intervention accurately and in a timely manner.

Makes appropriate recommendations for accommodations, modifications, or possible intervention strategies that will assist classroom or special education staff.

Attends scheduled meetings or notifies school staff in advance when unable to attend.

Establishes professional goals to grow professionally and supports profession by attending and participating in workshops, mentoring students/new employees, participating in developmental growth, and researching evidence-based intervention.

