

Cheatham County Schools Classified Employee Evaluation

Employee Name: _____ Date: _____

School: _____ Evaluator: _____

Position: _____

Explanation of Scale:

Exceeds Expectations (E) Meets Expectations (M) Needs Growth (N)
Does Not Meet Expectations (D) Not Applicable (N/A)

General Performance – Provides service within the school, community, and educational profession to improve student learning and well-being.

Performance Expectations	E	M	N	D	N/A
1. Works with children in a friendly manner					
2. Maintains confidentiality of school related business					
3. Deals tactfully with co-workers and the public					
4. Initiates opportunities to develop greater job skills					
5. Approaches assignments in a positive manner					
6. Listens to and accepts instruction					
7. Discusses assignments and problems with supervisor(s)					
8. Stays informed about board policy changes regarding job					
9. Is dependable					
10. Uses time effectively					
11. Operates and cares for equipment					

Personal Characteristics – Demonstrates positive personal interactions with staff and students.

Performance Expectations	E	M	N	D	N/A
1. Is punctual and regular in attendance					
2. Uses sick and leave time appropriately					
3. Maintains a neat appearance					
4. Responds appropriately to student misconduct					
5. Practices safe work habits					
6. Demonstrates good judgment/makes reasonable decisions					

Additional Comments:

Identification of Strengths:

Recommendation for Personal Growth:

Employee Comments:

Classified Employee Evaluation Conference Verification

I have read this work performance evaluation and have had an opportunity to discuss it in a conference with my immediate supervisor. My signature does not imply agreement or disagreement with the content of this report.

Employee Signature

Date

I have discussed the content of this evaluation in a conference with the employee.

Evaluator Signature

Date

Distribution: Personnel File

Evaluator

Employee

Criteria Explanation

(Examples of, but not limited to)

Performance Expectations

1. Works with children in a friendly manner
 - a. Exhibits a positive approach toward students
 - b. Relationship is appropriate to job setting
 - c. Responds to student behavior concerns appropriately

2. Maintains confidentiality of school related business
 - a. Maintains student, family, and staff confidentiality
 - b. Does not post school business on social media

3. Deals tactfully with co-workers and the public
 - a. Performs and adjusts to new situations
 - b. Provides positive reinforcement to students, staff, and parents as appropriate
 - c. Personal problems do not effect work performance
 - d. Interacts with the public in a professional manner

4. Initiates opportunities to develop greater job skills
 - a. Demonstrates ability to direct/confer appropriately when working with others
 - b. Develops strengths of people while improving weaknesses
 - c. Praises accomplishments of students and employees
 - d. Displays professionalism when dealing with difficult situations

5. Approaches assignments in a positive manner
 - a. Exhibits positive approach to all assignments
 - b. Uses good judgment in use of resources
 - c. Maintains accurate records and review to assist in improving
 - d. Understands role in the context of the entire school system

6. Listens to and accepts instruction
 - a. Demonstrates competence in completing job functions
 - b. Accurate, neat, and thorough in job tasks
 - c. Completes acceptable amount of work on schedule

7. Discusses assignments and problems with supervisor(s)
 - a. Communicates with supervisor if needed
 - b. Bring thought and ideas to solve problems
 - c. Pitch in wherever needed

8. Stays informed about board policy changes regarding job
 - a. Demonstrates knowledge of district policies related to work assignment
 - b. Adheres to daily work guidelines, safety regulations, etc
 - c. Accepts school and district goals and policies

9. Is dependable
 - a. Understands job and related tasks
 - b. Rarely requires extensive job instructions
 - c. Understands purposes and methods for work performed
 - d. Sees a job through to completion

10. Uses time effectively
 - a. Completes work on schedule (barring unforeseen disruptions)
 - b. Effectively carries out daily assignments
 - c. Prioritizes tasks well

Personal Characteristics

1. Is punctual and regular in attendance
 - a. Maintains good attendance record
 - b. Arrives at work on time and does not leave early without authorization

2. Uses sick and leave time appropriately
 - a. Uses leave appropriately
 - b. Provides reasonable notice when absent

3. Maintains a neat appearance
 - a. Personal hygiene and grooming are appropriate to the work place
 - b. Appearance has no negative effect on work performance

4. Responds appropriately to student misconduct
 - a. Exhibits positive approach
 - b. Follows guidelines set forth by the school

5. Practices safe work habits
 - a. Maintains a safe environment in the work place
 - b. Follows safety practices as prescribed by policy and common sense
 - c. Understands and follows safety guidelines associated with equipment

6. Demonstrates good judgment/makes reasonable decisions
 - a. Practices self-control- thinks before acting
 - b. Analyzes situations accurately