

Classified Staff Evaluation Rubric
(Domain 3 is evaluated per employee job description)

Domain 1: Planning and Organization

COMPONENT The employee:	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXCEPTIONAL
1a: Prioritizes and organizes tasks effectively.	A lack of planning for long- range challenges and opportunities creates crisis. Organization skills are unsatisfactory. Procrastination results in a failure to meet work goals.	Requires support in planning and organizing for long-range challenges and in setting work goals and priorities. Occasionally monitors progress or makes adjustments.	Regularly anticipates long-range challenges and opportunities when setting work goals and priorities. Level of organization meets expectations for the position. Regularly monitors progress and adapts as necessary.	Always anticipates long-range challenges and opportunities when setting work goals and priorities. Organizes work to a level exceeding expectations and maximizes productivity. Always monitors progress and adapts as necessary.
1b: Completes work within time limits.	Assigned tasks are rarely completed by expected deadlines. Appropriate priorities are not maintained. Structure and organization is lacking.	Occasionally completes assigned tasks in a timely and useful manner. May need support to prioritize and structure day.	Usually prioritizes tasks and completes work on time. Prioritizes and structures day.	Consistently anticipates work needs and completes assigned tasks prior to deadlines. Interim components of the assignment are completed in advance of the projected time frame.
1c: Displays initiative.	Work is not completed without close supervision and direction. Tasks other than those directly assigned are either avoided or overlooked.	Completes assigned work with some direction. Will perform other tasks with supervision and direction when assigned work is completed.	Able to accomplish tasks with little or no direction. When assigned work is completed does other tasks when asked.	Able to self-monitor and direct. Alert to opportunities to improve methods and skills. When assigned work is completed, takes on additional tasks without waiting to be asked.

Domain 2: Communication and Interpersonal Skills

COMPONENT The employee:	LEVEL OF PERFORMANCE				NA
	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXCEPTIONAL	
2a: Understands and follows instructions, and asks questions when needed.	Instructions are not followed. Attentiveness in communication is lacking and questions are not asked.	Shows some understanding and may follow some instructions. Occasionally listens carefully, may or may not ask questions when needed.	Regularly understands and follows instructions. Listens carefully and asks questions when needed.	Consistently understands and follows instructions. Checks for understanding and anticipates questions needing answers.	
2b: Responds to requests in a timely manner with complete information.	Requests are rarely responded to, or the response is incomplete.	Occasionally responds to requests in a timely and complete manner.	Responds to requests in a timely manner and provides complete information.	Anticipates requests and provides needed information before it is requested.	
2c: Collaborates with others to complete tasks and solve problems when appropriate.	There is little to no collaboration.	Only occasionally collaborates with others, but not as often as needed.	When appropriate, collaborates with others to complete tasks and solve problems.	When appropriate, initiates collaboration with others in order to complete tasks and solve problems.	
2d: Communicates in an open, courteous, tactful and constructive manner using effective written and verbal communication skills.	Communication lacks more than one of the following qualities: courtesy, tact, or a constructive manner. Avoids open communication.	Communication lacks one of the following qualities: courtesy, tact, or a constructive manner. Occasionally avoids open communication.	Communicates with courtesy, tact, and a constructive manner to all. Contributes to open communication.	Communicates with courtesy, tact, and a constructive manner to all, even in the face of adversity. Initiates and maintains open communication	

<p>2e. Demonstrates the ability to appropriately support and interact with students.</p>	<p>Does not demonstrate an atmosphere of respect or positive interaction with students. Communication is insensitive and demeaning.</p>	<p>Inconsistently demonstrates an atmosphere of respect or positive interaction with students. Communication is occasionally insensitive or demeaning.</p>	<p>Consistently demonstrates an atmosphere of respect or positive interaction with students. Communication is constructive and motivating.</p>	<p>In addition to being proficient in this standard, interactions between employee and students are highly respectful.</p> <p>Encourages student efforts. Students are observed to respond favorably to staff member.</p>	
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Domain 3: Job Performance

<p>COMPONENT The employee:</p>	<p>LEVEL OF PERFORMANCE</p>				
	<p>UNSATISFACTORY</p>	<p>DEVELOPING</p>	<p>PROFICIENT</p>	<p>EXCEPTIONAL</p>	<p>NA</p>
<p>3a: Performs job procedures and responsibilities (Refer to job duties as aligned with the specific job descriptions-- separate document)</p>	<p>Performance does not exhibit an understanding of assigned work and its relationship to other areas</p> <p>Considerable assistance is needed to accomplish work assignments</p>	<p>Occasionally demonstrates understanding of assigned work and its impact on others</p> <p>Occasionally needs direction to execute assigned work</p>	<p>Exhibits clear understanding of assigned work and its impact on others</p> <p>Regularly executes work assignments</p> <p>When new procedures or processes are introduced, quickly learns them and begins efficient application</p>	<p>Demonstrates deep understanding of assigned work and its impact on others. Work assignments are always completed on time and to very high standards Takes initiative in seeking out and completing tasks without direction</p> <p>Serves as a reliable resource to others regarding work processes and procedures</p> <p>Strives to improve processes, procedures, and routines</p>	
<p>3b: Demonstrates knowledge of district and building policies and procedures necessary to carry out functions of the position</p>	<p>Performance does not exhibit an understanding of district and building policies and procedures</p>	<p>Performance occasionally demonstrates an understanding of district and building policies and procedures</p>	<p>Performance exhibits knowledge of district and building policies and procedures necessary to carry out functions of the position</p>	<p>Performance exhibits a deep knowledge and understanding of district and building policies and procedures necessary to carry out functions of the position</p>	

<p>3c: Obtains and maintains appropriate certifications and/or training</p>	<p>Required licenses, certifications, and training have not been obtained or maintained</p>	<p>Is in the process of obtaining or maintaining the certifications and training required for the position</p>	<p>Obtains or maintains all licenses, certifications, and training required for the position</p>	<p>Obtains and maintains value-added licenses, certifications, and training beyond that which is required for the position.</p>	
<p>3d: Performs neat, accurate, and thorough work</p>	<p>Work produced is of unacceptable quality. Work frequently needs to be redone. Work is rarely accurate, neat, or thorough</p>	<p>Inconsistently produces work that meets quality expectations for neatness and accuracy</p> <p>Work occasionally needs to be redone</p> <p>Displays a basic understanding of work quality standards.</p>	<p>Produces work that meets quality expectations for neatness and accuracy. Work rarely needs to be modified</p> <p>Demonstrates ability to meet work quality standards.</p>	<p>Consistently produces work of high quality, exceeding expectations for accuracy and detail. Work is completed accurately.</p> <p>Consistently exhibits skill in achieving work quality standard.</p>	
<p>3e: Efficiently and effectively identifies and uses resources – including equipment and technology specific to the position.</p>	<p>Quality of work undermines the efficient achievement of goals and objectives.</p> <p>Wastes time and supplies.</p> <p>Does not use and/or maintain equipment and supplies efficiently or effectively.</p>	<p>Quality of work is beginning to meet standards but is not done consistently and efficiency is not yet achieved.</p> <p>Occasionally uses technology and supplies to produce work of consistent quality.</p>	<p>Quality of work meets standards for position.</p> <p>Completes tasks with satisfactory efficiency.</p> <p>Proficiently uses technology and supplies to produce quality work</p>	<p>Quality of work exceeds standards for position.</p> <p>Completes tasks with exceptional efficiency.</p> <p>Skillfully uses technology and supplies to produce work of exceptional quality.</p>	
<p>3f: Maintains appropriate and accurate records.</p>	<p>Record keeping is usually late and/or incomplete.</p>	<p>Maintains records, but not in a complete or timely manner.</p>	<p>Keeps accurate and timely records as appropriate.</p>	<p>Keeps complete, accurate and timely records as appropriate.</p> <p>Takes responsibility for devising and improving record-keeping systems.</p>	

<p>3g: Works independently with minimal supervision.</p>	<p>Does not work independently</p>	<p>Occasionally is effective working independently with little direct supervision.</p>	<p>Usually effective working independently with little direct supervision.</p>	<p>Consistently effective working independently without direct supervision: self-reliant.</p>	
<p>3h: Demonstrates flexibility and adaptability to changes in the work environment</p>	<p>Changes in job duties meet with resistance; suggestions to implement changes in responsibilities, methods, and procedures are ignored</p> <p>Flexibility is not demonstrated in response to special circumstances.</p>	<p>Occasionally adapts to changes in job duties or accept suggestions to implement changes in responsibilities methods and procedures</p> <p>Occasionally demonstrates flexibility in order to accommodate special circumstances</p>	<p>Readily adapts to changes in job duties</p> <p>Accepts suggestions and takes steps to implement changes in responsibilities, methods and procedures</p> <p>Demonstrates flexibility in order to accommodate special circumstances</p>	<p>Responds confidently to the demands of work when confronted with change, adversity and other challenges</p>	
<p>3i. Demonstrates knowledge of district and building policies and procedures necessary to carry out functions of the position</p>	<p>Performance does not exhibit an understanding of district and building policies and procedures</p>	<p>Performance occasionally demonstrates an understanding of district and building policies and procedures</p>	<p>Performance exhibits knowledge of district and building policies and procedures necessary to carry out functions of the position</p>	<p>Performance exhibits a deep knowledge and understanding of district and building policies and procedures necessary to carry out functions of the position</p>	

Domain 4: Professionalism/Follows District Policies and Safety Procedures

COMPONENT The employee:	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXCEPTIONAL
4a: Attends work regularly and on time.	Absences and/or tardiness are frequent and interfere with job performance. Proper notification of absence or lateness is not given. Leave and reporting procedures are not followed.	Absence and/or tardiness may interfere with job performance. Occasionally absent or tardy without proper notification. Inconsistently complies with leave and reporting procedures. Develops a pattern of use with sick leave and/or unpaid personal leaves.	Works within district attendance guidelines. Proper notification of absence or lateness is given. Appropriately and prudently uses leave, adhering to District leave policies.	Attends 100% of scheduled workdays excluding personal day, professional development, and vacation. Leave and reporting procedures are followed.
4b: Exercises discretion and safeguards confidential information.	Discretion is not exercised. Confidential and privileged information fails to be safeguarded.	Occasionally exercises discretion. Unreliably safeguards confidential and privileged information.	Regularly exercises discretion and safeguards confidential and privileged information.	Models discretion and reliably safeguards confidential and privileged information and reminds others to do the same.
4c: Makes sound decisions appropriate to the circumstances.	A lack of judgment is frequently apparent.	Occasionally makes sound decisions, anticipates needs, and uses good judgment.	Regularly makes sound decisions, anticipates needs, and uses good judgment.	Consistently makes sound decisions, anticipates needs, uses good judgment and assists or models for others the use of these skills.
4d: Provides direction and/or demonstrates responsibility.	Fails to provide direction or demonstrate responsibility.	Sometimes provides direction and/or demonstrates responsibility.	Regularly provides direction and/or demonstrates responsibility, following up to ensure success.	Consistently provides direction and/or demonstrates responsibility, following up to ensure success. Assists or models for others the use of these skills.

<p>4e: Demonstrates interest in professional growth and/or development. Sets and achieves professional goals.</p>	<p>Available/offered job-growth workshops and/or training opportunities are not taken.</p> <p>Professional goals are not set or achieved.</p>	<p>Occasionally participates in available/offered job-growth workshops and/or training opportunities.</p> <p>Occasionally sets and/or achieves professional goals.</p>	<p>Participates regularly available/offered in job-growth workshops and/or training opportunities.</p> <p>Frequently sets and achieves professional goals.</p>	<p>Actively seeks out and participates in job-growth workshops and training opportunities.</p> <p>Consistently sets and achieves professional goals.</p>
<p>4f: Treats all persons with respect, civility, and acceptance and resolves conflicts professionally by developing and maintaining professional relationships with colleagues and the public.</p>	<p>Treatment of others lacks respect, civility, and acceptance and promotes rather than resolves conflict.</p> <p>Professional and public relationships are neither developed nor maintained.</p>	<p>Inconsistently treats people with respect and civility, and acceptance and resolves conflicts professionally.</p> <p>Inconsistently develops and maintains professional relationships with colleagues and the public.</p>	<p>Usually treats all people with respect, civility, and acceptance, and resolves conflicts professionally.</p> <p>Usually develops and maintains professional relationships with colleagues and the public.</p>	<p>Consistently treats all people with respect and civility, and acceptance and resolves conflicts professionally.</p> <p>Consistently develops and maintains professional relationships with colleagues and the public.</p>
<p>4g: Shares job knowledge and experience to promote department's overall efficiency and productivity.</p>	<p>Job knowledge and experience are not shared with others.</p>	<p>Occasionally shares job knowledge and experience with others in order to promote overall efficiency and productivity within a unit.</p>	<p>Regularly shares job knowledge and experience with others in order to promote overall efficiency and productivity within a unit.</p>	<p>Consistently shares job knowledge and experience with others in order to promote overall efficiency and productivity within a unit.</p>
<p>4h: Applies appropriate district, building, and departmental policies, procedures, and work rules, including safety practices.</p>	<p>Many department or building policies, procedures, work rules and safety practices are not followed.</p>	<p>Understands most policies, procedures, work rules, and safety practices, but does not routinely follow or understand them without input from supervisor.</p>	<p>Understands and routinely follows policies, procedures, work rules, and safety practices without supervision.</p>	<p>Actively inquiries about, comprehends and implements building and department policies, procedures, work rules and safety practices.</p>
<p>4i: Exhibits professional demeanor appropriate to position, including dress, grooming, hygiene, and language.</p>	<p>Lacks appropriate and professional demeanor including dress, grooming, hygiene, and language.</p>	<p>Occasionally exhibits professional demeanor appropriate to position, including dress, grooming, hygiene, and language.</p>	<p>Exhibits professional demeanor appropriate to position, including dress, grooming, hygiene, and language.</p>	<p>Models professional demeanor and language and encourages others to do the same.</p>