

Section 2: Relationships

Does the employee meet competency expectations?

Y/N Competency

- Works in an effective, and positive manner with students
- Works in an effective and positive manner with staff
- Works effectively as part of a team
- Demonstrates empathy
- Seeks opportunities to build positive relationships

Areas of Strength



Areas for Improvement



Areas of Concern That Do Not Meet Expectations



Section 3: Communication

Does the employee meet competency expectations?

Y/N Competency

- Expresses ideas clearly in oral form
- Expresses ideas clearly in written form
- Expresses ideas in a courteous and respectful manner
- Listens effectively

Areas of Strength



Areas for Improvement



Areas of Concern That Do Not Meet Expectations



Section 4: Professionalism & Ethics

Does the employee meet competency expectations?

Y/N Competency

- Leads by example
- Respects the Confidentiality Undertaking and Pledge
- Addresses ethical concerns directly with a colleague
- Dresses professionally
- Maintains a professional manner in terms of conduct
- Maintains a professional manner in terms of attitude
- Exercises prudent judgment in handling parental concerns
- Assists students, parents, teachers and support staff with school-related issues and arranging for the proper person to deal with these concerns
- Maintains an acceptable record of attendance
- Arrives and departs on time
- Maintains a positive attitude
- Accepts direction from supervisors

Areas of Strength



Areas for Improvement



Areas of Concern That Do Not Meet Expectations



Supervisor Comments and Recommendations

Comments

Employment Recommendations

Staff Member Comments – attach additional pages if necessary

Declaration

I have read and discussed this evaluation with my supervisor.

Staff Member's Name

Staff Member's Signature

Date

Supervisor's Name

Supervisor's Signature

Date

Please submit hard copies of all final evaluation reports to the Associate Superintendent - People Services prior to April 30.

Form Updated: July 4, 2016