



Palisades Charter High School Classified PESPU Evaluation

Employee Name: _____

Permanent

Probationary

Mid Year

End of year

Department: _____

Position Title: _____

Supervisor: _____

Performance Dimensions: Check the phrases in each column that most nearly describes the employee's performance over the period covered by this evaluation.

1. **QUALITY OF WORK** consists of the productivity and accuracy with which duties are performed.

A. NEATNESS

- Work was exemplary
- Work was acceptable
- Work was often un-presentable or below expectations

B. PRODUCTIVITY

- Made effective use of time; met deadlines
- Usually made good use of time; met most deadlines
- Made poor use of time; frequently missed deadlines

C. ACCURACY

- Work completed correctly
- Work of acceptable quality; mistakes limited in number
- Work contained numerous errors

Comments: _____

Employee Goals: _____

2. **JOB KNOWLEDGE** consists of job information, application of efficient methods, and skills the employee has for satisfactory performance.

A. JOB DESCRIPTION

- Tasks performed exceeded the guidelines of the job description
- Tasks performed met the guidelines of the job description
- Tasks performed usually met the guidelines of the job description
- Tasks performed usually did not met the guidelines of the job description

B. UNDERSTANDING

- All elements of job understood
- Major elements of job understood
- Most common elements of the job were understood; understanding of some elements was incomplete
- Understanding of key aspects of the job was inadequate

C. Work Strategy

- Strategies were effective and efficient
- Most strategies were effective; usually completed in the allotted time
- Strategies were ineffective or inefficient

D. SKILLS

- Required skills were exceptional
- Required skills were acceptable
- Most skills were satisfactory. Some needed improvement
- Needed skills were absent or below an acceptable level

Comments: _____

Employee Goals: _____



Palisades Charter High School Classified PESPU Evaluation

Employee Name: _____

3. ATTENDANCE AND PUNCTUALITY consists of being at work on time.

Attendance: _____ Days out: _____ Days Tardy/Late: _____

A. ATTENDANCE

- Attendance was exemplary
- Absences were satisfactory
- Absences were unsatisfactory

B. PUNCTUALITY

- Reported to work on time
- Usually on time
- Frequently tardy

C. ADHERENCE TO WORK SCHEDULE

- Always followed established work schedule
- Occasionally extended work break(s) or left work early
- Frequently extended work break(s) or left work early

Comments: _____

Employee Goals: _____

4. WORK CHARACTERISTICS are initiative and resourcefulness, adaptability, attitude and ability to prioritize.

A. INITIATIVE AND RESOURCEFULNESS

- Needs were identified and problems were solved
- Proactive planning ahead, instructions occasionally
- Needs were overlooked and problems not addressed
- Assessing and restructuring work to be more efficient

B. ADAPTABILITY

- Accepted new ideas readily; was flexible in making changes
- Adapted to change, but with some reservations
- Refused to accept new ideas and changes readily

C. SUPERVISION REQUIRED

- Supervision seldom required
- Minimal supervision required
- Frequently supervision needed to get assigned work completed
- Constant supervision required

D. FOLLOWING ORAL AND WRITTEN INSTRUCTIONS

- Written and oral instructions were easily understood/ implemented
- Instructions were followed; repeating of instructions occasionally necessary
- Instructions were followed with errors; repeating of instructions was frequently necessary
- Instructions were not followed and needed to be repeated frequently

Comments: _____

Employee Goals: _____



Palisades Charter High School Classified PESPU Evaluation

Employee Name: _____

5. INTERPERSONAL RELATIONSHIPS are the courtesy, professional behavior, discretion, effective communication and positive relationships that an employee displays at work.

A. COURTESY AND PROF. BEHAVIOR

- Courtesy and professional behavior were demonstrated
- Courtesy and professional behavior were usually displayed; occasional confidentiality lapses were demonstrated
- Behavior often seen as unprofessional or discourteous; had difficulty dealing with others

B. COMMUNICATION

- Communicated effectively with staff, students or others
- Usually communicated well with staff, students or others
- Was often ineffective in communicating with staff, students or others

C. RELATIONSHIPS WITH CO-WORKERS

- Demonstrated ability to work as an active, positive team member
- Was unwilling to work as an effective team member
- Passive

D. CONFIDENTIALITY

- There were no known violations of job related confidentiality, nor other inappropriate discussions of job matters
- There were some violations of confidentiality
- There was evidence that confidentiality was not observed

Comments: _____

Employee Goals: _____

6. PERSONAL APPEARANCE consists of the personal appearance of the employee.

- Employee dressed appropriately for the work place
- Employee at times dressed inappropriately for the work place

Comments: _____

Employee Goals: _____

7. WORKSTATION EFFICIENCY consists of orderliness and organization of the workstation.

- Work station was always orderly and organized for efficiency
- Some untidiness and disorganization evident which resulted in some inefficiency
- Work station usually appeared untidy and disorganized which led to inefficiency

8. USE OF EQUIPMENT is the correct operation and maintenance of equipment expected of employee (Note: Evaluator may wish to indicate types of equipment).

- Employee displayed knowledge of use and maintenance of equipment
- Assigned equipment used carelessly or inappropriately

Comments: _____

9. SAFETY PRACTICES

- Safe working procedures were followed, positional hazards were corrected
- Generally followed safe working procedures
- Did not follow safe working procedures
- Failure to follow safe working procedures resulted in injury



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Employee Name: _____

10. SANITATION

- Used approved sanitation procedures; unsanitary conditions were corrected and reported
- Sanitation procedures and practices were at an acceptable level
- Sanitation practices and procedures were not followed
- Not applicable to this employee

Comments: _____

11. FOR PARAPROFESSIONALS ONLY:

A. LEARNING ENVIRONMENT

- Worked well with all students to meet their needs
- Worked well with some students to meet their needs
- Did not work well with students

B. MOTIVATION

- Used positive reinforcements with students; motivated and encouraged students to achieve
- At times used positive reinforcement with students; inconsistent in encouragement of students
- Little or no use of positive reinforcement or encouragement to succeed

C. STUDENT CONTROL

- demonstrated consistency in assisting the teacher to maintain and control classroom behavior
- Demonstrated some ability to assist teacher to maintain and control classroom behavior, but waited for teacher to direct before taking action
- Was not able to maintain and control classroom behavior

Comments: _____

Employee Goals: _____

For Probationary Employees Only:

*Probationary PESPU Union employees are granted permanent status after successful completion of a 1 (one) year probationary period.

- This employee has made satisfactory progress during their probationary period.
- Improvement Plan _____
- This employee is not meeting the required standards of the Palisades Charter High School and is not recommended for continued employment.



Palisades Charter High School Classified PESPU Evaluation

Employee Name: _____

OVERALL EMPLOYEE RATING SUMMARY: This general rating is one which best describes the overall performance of the employee.

- The overall performance exceeds the standards and requirements of Palisades Charter High School.
- The overall performance is acceptable and meets the standards and requirements of Palisades Charter High School.
- The overall performance needs improvement and is deficient in meeting the requirements of Palisades Charter High School.*

*A Professional Improvement Plan has been provided to the employee and is attached.

RECOMMENDATIONS AND COMMENDATIONS:

AREA FOR IMPROVEMENT/RECOMMENDATIONS (Include explanation of any rating other than the first or second boxes selected in any category. Use additional page, if necessary).

GOAL SETTING

EMPLOYEE COMMENTS



Palisades Charter High School Classified PESPU Evaluation

Employee Name: _____

A signature on this performance appraisal does not mean that the employee agrees with the opinions expressed, but merely indicates that the employee has read the performance appraisal and has been given the opportunity to discuss, comment and react by written response within ten working days.

Signature of Employee: _____ Date: _____

Signature of Supervisor/Administrator: _____ Date: _____

Determination of Objectives Date: _____ Evaluation Conference Date: _____

IMPROVEMENT PLAN: (If applicable) Areas for Improvement: Identify by Major Categories

USE OF EQUIPMENT: For Safety or Sanitation Must be corrected within 10 working days

SPECIFIC SKILLS/KNOWLEDGE NECESSARY TO CORRECT AREA(S) FOR IMPROVEMENT:

Timeline for completing (no more than 60 days): _____

Date for follow-up evaluation for progress to remedy: _____

Employee Comments:

Signature of Employee _____ Date _____

Signature of Evaluator _____ Date _____



Palisades Charter High School Classified Evaluation

Employee Name: _____

Permanent Probationary Mid Year End of year Department: _____

Position Title: _____ Supervisor: _____

Performance Dimensions: Check the phrases in each column that most nearly describes the employee's performance over the period covered by this evaluation.

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Employee Comments: _____

Signature of Employee

_____ Date

Signature of Evaluator

_____ Date



Palisades Charter High School Classified Management Evaluation

Employee Name: _____ Date: _____ School Year: 2017/2018
 Mid Year Evaluation Final Evaluation

Job Title: Athletic Director Aquatics Director Facilities & Maintenance Supervisor
 Finance Manager Head College Advisor Information Technology Director

This evaluation is based on the Director or Manager's job description (Part A) and progress on goals (Part B).

Part A- Performance based on job description:

Criteria	On-going	Outstanding	Proficient	Needs Improvement
1. Focus and Planning a. Works with Executive Director/Principal to establish clear goals and keeps those goals in the forefront of the school's attention. b. Communicates and implements school wide vision ensuring support and understanding.				
2. Ideals/beliefs a. Is a strong student advocate. b. Communicates and operates from strong ideals and beliefs about schooling, and what is best for students.				
3. Culture Fosters a Culture of collegiality and Teamwork. a. Strives to promote cohesiveness and positive spirit with all stakeholders.				



Palisades Charter High School Classified Management Evaluation

Employee Name: _____ Date: _____ School Year: 2017/2018

Criteria	On-going	Outstanding	Proficient	Needs Improvement
b. Fosters shared beliefs and a sense of community, team-building and cooperation.				
c. Promotes cooperation among administration, staff, and faculty.				
d. Develops shared understanding of purpose and core organizational values.				
4. Communication				
a. Establishes strong lines of communication with students, teachers, staff, parents, Board and community.				
b. Communicates openly, systematically, and timely with the Executive Director/Principal, personnel, and the community.				
5. Personnel Management				
a. Evaluates the staff to ensure educational excellence.				
b. Recommends for hire, discipline and dismissal of employees based on sound personnel practices.				
6. Monitor				
a. Evaluates effectiveness of school practices and their impact on student learning.				
b. Is current with research to meet changing needs of students.				



Palisades Charter High School Classified Management Evaluation

Employee Name: _____ Date: _____ School Year: 2017/2018

Criteria	On-going	Outstanding	Proficient	Needs Improvement
7. Resources a. Endeavors to provide teachers with materials and professional development necessary for the successful execution of their jobs.				
8. Budget and Fiscal Responsibility a. Develops and oversees a budget that is transparent, accountable and directs financial resources to fulfill the PCHS mission utilizing appropriate controls to ensure effective and efficient use of school resources.				
9. Intellectual Stimulation a. Continuously involves staff in reading articles and books about effective practices and current theories, and encourages follow-up discussions and potential implementation. b. Keeps informed of charter school legislation. c. Promotes a culture of intellectual curiosity and excellence.				
10. Order a. Establishes a set of standard operating structures, procedures and routines that employees understand and follow. b. Ensures compliance with legislation and reporting requirements.				



Palisades Charter High School Classified Management Evaluation

Employee Name: _____

Date: _____

School Year: 2017/2018

Criteria	On-going	Outstanding	Proficient	Needs Improvement
11. Curriculum, Instruction, Assessment a. Is knowledgeable and directly involved in the design and implementation of curriculum, instruction, and assessment practices.				
12. Affirmation and Contingent Rewards a. Recognizes, rewards, and celebrates individual and school-wide accomplishments, hard work, and results.				
13. Change Agent a. Is willing to and able challenge the status quo. b. Is able to solve problems creatively.				
14. Decision Making a. Illustrates good judgment, deep reflection, and incorporation of the appropriate level of input from others in the decision-making process.				
15. Flexibility a. Is able to adapt to changing environment. b. Is comfortable with dissent and able to respond without defensiveness. c. Encourages contrary opinions to those of authority. d. Can be directive or non-directive as the situation warrants. e. Tolerant of ambiguity but strives toward clarity with patience.				



Palisades Charter High School Classified Management Evaluation

Employee Name: _____ Date: _____ School Year: 2017/2018

Criteria	On-going	Outstanding	Proficient	Needs Improvement
16. Integrity a. Maintains high standards of personal and institutional integrity in the determination and implementation of policies, procedures, and problem resolution.				
17. Insulation a. Effectively supports colleagues so as to encourage responsible decisions and actions, even when they are likely to invite criticism.				
18. Visibility and Public Relations				
a. Regularly attends student activities and events.				
b. Has consistent and quality contact and interactions with teachers, students, and parents.				
c. Builds relationships with community and industry partners.				
d. Represents the school admirably in day-to-day contact with parents, other citizens, community entities, and governmental agencies.				
19. School-wide Diversity				
a. Encourages and develops cultural sensitivity among all students and other stakeholders.				
b. Promotes tolerance, acceptance, and full integration of school's diverse population.				



Palisades Charter High School Classified Management Evaluation

Employee Name: _____

Date: _____

School Year: 2017/2018

Criteria	On-going	Outstanding	Proficient	Needs Improvement
c. Evidences commitment to the core role of diversity in the school's mission.				

Rating Criteria:

- 1. Not Applicable: Not applicable to the administrator's area of responsibility.
- 2. Outstanding: Consistently exceeds expectations.
- 3. Proficient: Consistently good and sometimes exceed expectations.
- 4. Needs Improvement: Does not consistently meet expectations.

Part A- Performance based on job description:

Significant strength and/or area of contribution to students or organization (Narrative)

Areas that do not meet expectations/unsatisfactory.

- 1. State basis for concern
- 2. Describe possible evidence that unsatisfactory performance has improved.



Palisades Charter High School Classified Management Evaluation

Employee Name: _____ Date: _____ School Year: 2017/2018

Part B- Performance based on goals:

Goal Area	On-going	Outstanding	Proficient	Needs Improvement
1.				
2.				
3.				
4.				
5.				

Employee: The signing of this evaluation document is merely an acknowledgement of having seen and discussed the evaluation. Your signature does not necessary imply agreement with the conclusions of your supervisor. If you wish, you may attach an explanation.

Name	Title	Signature	Date