

# Performance Evaluation Report for Building Level Support Staff Form D



Spokane Public Schools  
*excellence for everyone*

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (Middle)

School or Location \_\_\_\_\_ Position Title \_\_\_\_\_

<b>Professional Preparation</b>	<b>Meets or Exceeds Expectations</b>	<b>Doesn't Meet Expectations</b>
Knowledge of procedures, fundamentals, and information pertinent to the department	<input type="checkbox"/>	<input type="checkbox"/>
Possesses academic background appropriate for responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Establishes and manages priorities in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>
Carries out responsibility by taking independent action, using both good judgment and effective communication skills	<input type="checkbox"/>	<input type="checkbox"/>
Provides effective instructional leadership to department	<input type="checkbox"/>	<input type="checkbox"/>
Develops department communications and reports in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>
Attends and participates in building and district meetings	<input type="checkbox"/>	<input type="checkbox"/>
Manages department budget	<input type="checkbox"/>	<input type="checkbox"/>
Contributes accurate observation summaries to building administrator(s)	<input type="checkbox"/>	<input type="checkbox"/>
Identifies, evaluates and selects best course of action to resolve conflicts and solve problems	<input type="checkbox"/>	<input type="checkbox"/>
Supports and maintains a respectful, supportive school climate that promotes equity and respect for all staff, students and patrons	<input type="checkbox"/>	<input type="checkbox"/>
Provides leadership to staff in restructuring efforts and implementation of school governance and site based processes	<input type="checkbox"/>	<input type="checkbox"/>
Assists in maintaining positive parent, community and school relationships	<input type="checkbox"/>	<input type="checkbox"/>
Performs other responsibilities as assigned by the building administration	<input type="checkbox"/>	<input type="checkbox"/>
Makes effort toward improvement	<input type="checkbox"/>	<input type="checkbox"/>

**Narrative**

(Include attainment of any professional goals as well as any areas needing growth.)

Empty text box for narrative input.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contributing Evaluator's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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**Employee Comments (Optional):**

I have read this appraisal of my performance and discussed it with my supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

A statement written by evaluatee is attached.  Yes  No