

SPOKANE PUBLIC SCHOOLS
Spokane, Washington

Performance Evaluation Report For ESA Certificated Support Employees

NAME	(Last)	(First)	(Middle)	Date	Type of Evaluation
					_____ Annual
					_____ 90-Day
					_____ Other
SCHOOL or LOCATION			ASSIGNMENT		

Professional Preparation and Scholarship	_____	Work Station Management	_____
Knowledge of Specialty Area	_____	Effort Toward Improvement When Needed	_____
Specialty and Professional Skills	_____	Professional Characteristics	_____
Interest in Students	_____	Handling of Student Discipline and Attendant Problems	_____

OVERALL PROFESSIONAL APPRAISAL: _____ Satisfactory
 _____ Requires Improvement
 _____ Unsatisfactory

Supervisor Comments

Supervisor(s) Signature(s) _____

Title(s) _____

Signature(s) of other people, if any, participating in the evaluation process _____

Date _____

Employee Comments

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings.

_____ I do not desire a meeting to discuss this evaluation.
(initials)

Date _____ Employee Signature _____

KEY: S - Satisfactory
R - Requires Improvement
U - Unsatisfactory
N - Not Observed or Not Applicable

The "R" and "U" ratings require specific comments and documentation.

Professional Preparation And Scholarship

_____ A. Possesses academic background appropriate to the specialty area and is current in that subject area or grade level.

Comments:

Knowledge Of Specialty Area

_____ A. Demonstrates competence in specialty area.

Comments:

Special And Professional Skills

- _____ A. Effectively uses diagnostic and remedial procedures appropriate to field of specialty in working with students, school staff, parents, and related agencies.
- _____ B. Is proficient in communication skills, both oral and written.
- _____ C. Fulfills responsibilities regularly, promptly, and completely.
- _____ D. Limits activities to areas of professional specialty and assignment.
- _____ E. Makes appropriate referrals.
- _____ F. Is proficient in the selection, organization, and utilizations of materials appropriate to the area of specialty.
- _____ G. Demonstrates specialty area competency.
- _____ H. Establishes immediate and long-range objectives.
- _____ I. Prepares plans to meet objectives.
- _____ J. Communicates effectively with parents.
- _____ K. Exhibits proper command and use of language skills.

Comments:

Interest In Students

- _____ A. Develops rapport with the student as an individual.
- _____ B. Deals with confidential information and communication in an ethical manner.
- _____ C. Encourages students to accept responsibility for performance and goals.
- _____ D. Encourages students to accept responsibility for their own behavior.
- _____ E. Enlists the assistance of teachers, administrators, and other support staff when appropriate.

Comments:

Work Station Management

- _____ A. Selects and prepares equipment and materials in advance of use time.
- _____ B. Maintains an effectively organized, attractive and stimulating station environment and atmosphere.
- _____ C. Considers abilities, interests, and present performance levels of students in planning.
- _____ D. Is consistently prompt and accurate with reports.
- _____ E. Maintains an appearance that does not detract from the educational process.
- _____ F. Exhibits self-control, mature behavior, and judgment.
- _____ G. Is willing to accept responsibilities for the general work area.
- _____ H. Maintains records as appropriate to area of specialty.

Comments:

Effort Toward Improvement When Needed

- _____ A. Is responsive to supervision and constructive input and feedback.
- _____ B. Endeavors to implement improvement suggestions.
- _____ C. Has plan for evaluation of own work and initiates efforts to improve.

Comments:

Professional Characteristics

- _____ A. Exhibits flexibility.
- _____ B. Makes decisions and accepts responsibilities.
- _____ C. Demonstrates understanding of established priorities.
- _____ D. Indicates a willingness to accept school responsibilities.

Comments:

Handling Of Student Discipline And Attendant Problems

- _____ A. Establishes and maintains order and discipline in the work station.
- _____ B. Shows consistency and fairness in dealing with student behavior.
- _____ C. Encourages students to develop courtesy, self-control, respect, and responsibility.
- _____ D. Enlists the assistance of teachers, vice principal, principal, and other supportive personnel when appropriate.
- _____ E. Assists in maintaining control and enforcing rules throughout the school.

Comments:

TO BE COMPLETED JOINTLY BY STAFF MEMBER AND SUPERVISOR:

(Decisions may be altered if either the employee or the supervisor leaves the location/program)

- _____ Participating in Option 1 for next year
- _____ Eligible and participating in Option 2 for next year
- _____ Eligible and participating in Option 3 for next year

Date: _____

Employee Signature: _____

Supervisor Signature: _____