



## EXEMPT EMPLOYEE EVALUATION INSTRUMENT

School Year \_\_\_\_\_

This evaluation document, any notes, comments or other information used in its preparation is a matter of public record.

Employee: \_\_\_\_\_ Work Location(s): \_\_\_\_\_

Position Title: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

Evaluating Administrator: \_\_\_\_\_ Position Title: \_\_\_\_\_

- Each evaluation performed with this instrument will be preceded by a pre-evaluation goal-setting conference in July in which the evaluatee will discuss proposed work goals with the evaluator. A mid-year progress review session will be conducted. An evaluation meeting will be held to discuss the completed evaluation prior to May 31.
- Any rating of "Exceeds expectations" (EE) or "does not meet expectations" (DNME) must be supported by the evaluator through written details in the comments section for each such rating. A plan of improvement must be prepared to address a DNME rating.
- Weaknesses in specific areas that do not cause a DNME rating should be noted in the comments section and follow-up guidance provided on page 4 under areas of needed improvement.

### I. LEADERSHIP AND MANAGEMENT

*Assists, motivates, or inspires others to reach district objectives and goals. Leads by example.*

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Examples:
- Effectively plans and organizes staff and/or resources necessary to accomplish tasks and/or goals.
  - Initiates tasks, plans, or projects to improve effectiveness, performance and safety within the school district.
  - Demonstrates initiative, good work habits and professional ethics.
  - Accepts and manages change.
  - Accepts responsibility for own actions and decisions.

Comments:

### II. COMMUNICATION AND COOPERATION

*Communicates openly and honestly with co-workers, students, parents, and the community. Works cooperatively within a group, treating each member with respect.*

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Examples:
- Listens and responds effectively to requests for information, questions, concerns, or observations.
  - Facilitates the participation of parents and families as partners in the education of children.
  - Encourages and demonstrates collaboration.
  - Resolves disagreements and builds bridges toward a collective goal.
  - Shares knowledge with co-workers.
  - Accepts and supports the district's commitment to diversity.

Comments:

**III. PERFORMANCE AND PROFICIENCY**

*Demonstrates a combination of knowledge, skill, subject matter expertise and judgment resulting in a high level of achievement and effectiveness.*

Exceeds Expectations  Meets Expectations  Does Not Meet Expectations

- Examples:
- Possesses adequate substantive knowledge and technological skills to perform the essential duties of his/her position.
  - Work is accurate and deadlines are met.
  - Demonstrates ability, knowledge and initiative to utilize various resources and to solve problems.
  - Plans, organizes and coordinates tasks, staff and resources well.
  - Acts in accordance with federal and state laws and district policies.
  - Handles stressful situations and workload appropriately.

Comments:

**IV. PROFESSIONAL DEVELOPMENT**

*Engages in activities promoting continual professional growth.*

Exceeds Expectations  Meets Expectations  Does Not Meet Expectations

- Examples:
- Keeps knowledge current to adequately perform job duties.
  - Keeps technological skills current to adequately perform job duties.
  - Seeks out training in areas related to job duties and responsibilities.
  - Works with staff to identify individual and group professional needs; designs and implements appropriate staff development opportunities.

Comments:

**V. SUPERVISION (not applicable to non-supervisory or clerical employees)**

- Examples:
- Hires qualified and skilled staff.
  - Addresses issues and any problems with the work performance of subordinates fairly, effectively, and in a timely manner.
  - Evaluates subordinates timely and honestly.

Exceeds Expectations  Meets Expectations  Does Not Meet Expectations

Comments:

**VI. LEARNING ENVIRONMENT AND CURRICULUM (applicable to certified exempt employees only)**

- Examples:
- Guides and supports an effective learning climate based on high expectations for students and staff.
  - Develops and supports instructional and auxiliary programs that improve learning.
  - Demonstrates knowledge of current curriculum design models that include standards.
  - Facilitates alignment of materials, curriculum, methods, goals and standards for student performance.
  - Promotes the use of technological developments that affect curriculum.
  - Effectively evaluates school programs and district goals; suggests changes where appropriate.

Exceeds Expectations  Meets Expectations  Does Not Meet Expectations

Comments:

**VII. GOAL SETTING AND ACCOMPLISHMENT**

(To be completed by evaluatee during July, after obtaining approval of the goals from his/her evaluator.)

Describe a minimum of two goals to be accomplished during the evaluation year and describe what actions you plan to take to meet each of your stated goals.

(To be completed by evaluatee during May.)

Describe whether you believe you accomplished the above-stated goals during the evaluation year. If you believe you met the goals, describe what actions you took to meet the goals and how your accomplishments may have benefited the district.

(To be completed by evaluator during May.)

<b>Met Goals</b>	<b>Did Not Meet Goals</b>
<input type="checkbox"/>	<input type="checkbox"/>

Give your assessment of the completion or non-completion of the employee's above-stated goals during the evaluation year and how these accomplishments may have benefited the district.

## EVALUATION SUMMARY

**General comments** (Use this space to provide any additional details of the employee's strengths or weaknesses):

**Areas of needed improvement** (Use this space to make any suggestions for improvements. If one or more sections of this evaluation are marked DNME, please provide details on areas of needed improvement. Attach additional sheets if needed):

Signature: \_\_\_\_\_  
*Evaluating Administrator*

Date: \_\_\_\_\_

\*Signature: \_\_\_\_\_  
*Evaluatee*

Date: \_\_\_\_\_

\*Signature does not constitute endorsement of the evaluation, but indicates the evaluation has been read and discussed. The evaluatee may submit a written response to the evaluation.

**Distribution:**      **Human Resources = Original**      **Evaluatee = Copy**      **Evaluator = Copy**