

CENTRAL CONSOLIDATED SCHOOL DISTRICT
Staff Evaluation Form

School Year
Due April 24, 2026

Employee: _____

Position Title: _____

Evaluator: _____

School: _____

Performance Criteria

(see Evaluation Rubric)

Performance standards are either expressed or implied as an integral part of support staff job descriptions and responsibilities.

Performance Level
(Please check appropriate box)

4 = Significant Strength

3 = Proficient

2 = Basic

1 = Area of Concern

	Significant Strength 4	Proficient 3	Basic 2	Area of Concern 1
1. DEPENDABILITY (demonstrates commitment to demands of the job; meets deadlines)	☐	☐	☐	☐
2. ATTITUDE (flexible, respectful, cooperative)	☐	☐	☐	☐
3. INITIATIVE (self-motivated, resourceful; independent)	☐	☐	☐	☐
4. JUDGEMENT (discretion, confidentiality)	☐	☐	☐	☐
5. FOLLOWS CHAIN OF COMMAND	☐	☐	☐	☐
6. TEAMWORK	☐	☐	☐	☐
7. JOB KNOWLEDGE	☐	☐	☐	☐
8. PROFESSIONAL GROWTH	☐	☐	☐	☐
9. OVERALL EVALUATION	☐	☐	☐	☐
10. ESSENTIAL JOB DUTIES (Median overall score, see rubric for specifics)	☐	☐	☐	☐

11. ATTENDANCE

Satisfactory ☐ Unsatisfactory ☐

Attendance Comments:

CENTRAL CONSOLIDATED SCHOOL DISTRICT

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Name of Employee: _____

Evaluator comments on performance to expectations:

Employee comments on performance to expectations:

Evaluator must sign before this evaluation is presented to the employee.

Signature of Evaluator

Signature of Administrator

Date

Date

The employee’s signature indicates only that he/she has seen this evaluation and does not indicate agreement or disagreement with the evaluation.

Signature of employee

Date

Printed name of employee

Date

CENTRAL CONSOLIDATED SCHOOL DISTRICT

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<u>Job Standard</u>	<u>Significant Strength</u>	<u>Proficient</u>	<u>Basic</u>	<u>Area of Concern</u>
1) Dependability	* Gives administration advanced written notice when absence is anticipated * Consistently completes tasks and meets deadlines, sometimes in advance of schedule * Initiates communication with supervisor re: status of ongoing or unfinished projects	* Prepared to start work on time * Informs administration of absence in a timely manner * Completes tasks and meets deadlines	* Arrives at work on time * Follows sub-line and/or emergency absentee procedures * Generally completes tasks on time	* Frequently arrives to work late or leaves early * Fails to notify administration of tardiness or absence * Assigned tasks/projects are late or incomplete
2) Attitude * flexible * respectful * cooperative	* Volunteers for unanticipated assignment * Engages in unplanned activities when scheduled is unexpectedly open	* Anticipates schedule changes and adjusts activities accordingly * Independently identifies where assistance is needed and provides it	* When given direction accepts unanticipated scheduled assignment * Upon request will assist students, co-workers and supervisors	* Is unavailable for reassignment when schedule is unexpectedly open * Refuses or argues about reassignment * Displays negative attitude toward assisting others
3) Initiative * self-motivated * resourceful * independent	* Anticipates new ideas and assists where needed * Suggests solutions and ideas to supervisor/administration	* Asks questions to improve job performance or secure resources	* Sometimes appears indifferent towards work assignments * Make improvements only when directed	* Carries out tasks half-heartedly or reluctantly * Disregards supervisor's suggestions or requires continual monitoring
4) Judgment * discretion * confidentiality	* Protects confidentiality of student/family/colleague/other * Seeks out information related to law or school policy and rules	* Implements all school and district guidelines for confidentiality	* Practices confidentiality by implementing school/district 'need to know' guidelines * Reports violations of law or school policy and rules to administration	* Indiscreet disclosure of personal information * Ignores violations of law or school policy and rules

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<u>Job Standard</u>	<u>Significant Strength</u>	<u>Proficient</u>	<u>Basic</u>	<u>Area of Concern</u>
5) Follows chain of command when communicating with coworkers, teachers, other professional staff and administration.	* Differentiates between decisions that need administrator approval from those that are within the employee's role * Initiates and responds to contact with supervising teacher or others by written or oral means * Volunteers to assist others in record keeping or reporting tasks	* Appropriately seeks out direction from supervisor * Independently completes forms and reports accurately * Responds to all requests for information	* Follows supervisor's directions * With supervision, can complete forms required by district in a timely manner * Inconsistently responds to written or verbal requests for information	* Disregards supervisor's directions * Incomplete or late with form completion * Ignores requests by supervisors or others for written or verbal information
6) Teamwork	* Works well with others, including coworkers, administration and students * Demonstrates excellent interpersonal skills	* Congenial and cooperative * Ability to work well with others	* Cooperates with others when required * Limited interpersonal skills	* Does not work well with others * Uses negative tone of voice, inappropriate volume and pitch when speaking * Makes demeaning, critical or condescending remarks
7) Job Knowledge	* Very good knowledge and skills to perform job * Understands all phases of work with little or no coaching	* Sufficient knowledge and skills to perform job * Usually quick to understand & learn	* Sufficient knowledge and skills to perform job at a basic level * Requires frequent instruction & explanation	* Lacks knowledge and skills about work duties * Serious knowledge retention problems * Requires constant instruction & explanation
8) Professional Growth	* Attends training offered by district or school * Furthers education through college courses or conferences	* Attends most training offered by district or school * Demonstrates interest in expanding skill set for the job	* Attends training as required by administration * Little interest in expanding skills beyond basics needed for the job	* Does not attend training or other in-service opportunities
9) Overall Evaluation	* Performance is excellent overall in most categories	* Performing at above average in most categories	* Performing to minimum required in most categories	* Substandard/unacceptable performance, requires immediate improvement