MGSD CLASSIFIED INSTRUCTIONAL EMPLOYEE PERFORMANCE EVALUATION FORM

NAME	JOB TITLE
SCHOOL	DATE

	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
1. Quality of Work,	Is not positively	Assists in meeting	Assists teacher in	Assists teacher in	Consistently exhibits
& Leadership Skills	impacting the	the needs of	establishing an	communicating vision,	superior quality of work and
_	teaching/learning	students as directed	orderly classroom	evaluating progress of	accuracy in carrying out
	environment,	by the teacher;	with acceptable	students, and creating a	instructional tasks and
	inconsistent	sometimes	work habits and	collaborative classroom	assists students in taking
	effectiveness in	completes tasks	minimal mistakes.	culture. Anticipates	responsibility for their
	instructional role and	when the need	Completes tasks	students needs and	learning.
	lacks professionalism as	arises; sometimes	and works with	creates resources that aid	
	evidenced in	takes the initiative	students, as needed.	in student success.	
	documented concerns.	to assist students.			
Comments/Recommendat	(Comments below)				
Area Assessed	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
	Not Demonstrated			Ó	Ď
2. Job Knowledge,	Inconsistent	Demonstrates some	Sufficiently	Accomplished Assists in meeting the needs of the students and	Consistently demonstrates a
	Inconsistent knowledge and	Demonstrates some knowledge and		Assists in meeting the	Ď
2. Job Knowledge,	Inconsistent	Demonstrates some	Sufficiently displays knowledge	Assists in meeting the needs of the students and	Consistently demonstrates a keen understanding of role
2. Job Knowledge,	Inconsistent knowledge and understanding of	Demonstrates some knowledge and understanding of	Sufficiently displays knowledge of role and	Assists in meeting the needs of the students and the school through	Consistently demonstrates a keen understanding of role and takes the initiative to
2. Job Knowledge,	Inconsistent knowledge and understanding of instructional role; does	Demonstrates some knowledge and understanding of instructional role; is	Sufficiently displays knowledge of role and responsibilities and	Assists in meeting the needs of the students and the school through ethical and sound	Consistently demonstrates a keen understanding of role and takes the initiative to meet the needs of the
2. Job Knowledge,	Inconsistent knowledge and understanding of instructional role; does not take any initiative	Demonstrates some knowledge and understanding of instructional role; is coached regularly on	Sufficiently displays knowledge of role and responsibilities and completes tasks as	Assists in meeting the needs of the students and the school through ethical and sound practices; meets the need	Consistently demonstrates a keen understanding of role and takes the initiative to meet the needs of the students and school in an
2. Job Knowledge,	Inconsistent knowledge and understanding of instructional role; does not take any initiative and lacks ethics as	Demonstrates some knowledge and understanding of instructional role; is coached regularly on how to meet needs of	Sufficiently displays knowledge of role and responsibilities and completes tasks as instructed by	Assists in meeting the needs of the students and the school through ethical and sound practices; meets the need without prompting;	Consistently demonstrates a keen understanding of role and takes the initiative to meet the needs of the students and school in an ethical manner while
2. Job Knowledge,	Inconsistent knowledge and understanding of instructional role; does not take any initiative and lacks ethics as evidenced in	Demonstrates some knowledge and understanding of instructional role; is coached regularly on how to meet needs of students and is	Sufficiently displays knowledge of role and responsibilities and completes tasks as instructed by teacher and	Assists in meeting the needs of the students and the school through ethical and sound practices; meets the need without prompting; encourages others to do	Consistently demonstrates a keen understanding of role and takes the initiative to meet the needs of the students and school in an ethical manner while encouraging others to do the
2. Job Knowledge,	Inconsistent knowledge and understanding of instructional role; does not take any initiative and lacks ethics as evidenced in	Demonstrates some knowledge and understanding of instructional role; is coached regularly on how to meet needs of students and is reminded of ethics	Sufficiently displays knowledge of role and responsibilities and completes tasks as instructed by teacher and administrator.	Assists in meeting the needs of the students and the school through ethical and sound practices; meets the need without prompting; encourages others to do	Consistently demonstrates a keen understanding of role and takes the initiative to meet the needs of the students and school in an ethical manner while encouraging others to do the
2. Job Knowledge,	Inconsistent knowledge and understanding of instructional role; does not take any initiative and lacks ethics as evidenced in documented concerns. (Comments below)	Demonstrates some knowledge and understanding of instructional role; is coached regularly on how to meet needs of students and is reminded of ethics and professional	Sufficiently displays knowledge of role and responsibilities and completes tasks as instructed by teacher and administrator. Appears to be	Assists in meeting the needs of the students and the school through ethical and sound practices; meets the need without prompting; encourages others to do	Consistently demonstrates a keen understanding of role and takes the initiative to meet the needs of the students and school in an ethical manner while encouraging others to do the
2. Job Knowledge, Initiative, and Ethics	Inconsistent knowledge and understanding of instructional role; does not take any initiative and lacks ethics as evidenced in documented concerns. (Comments below)	Demonstrates some knowledge and understanding of instructional role; is coached regularly on how to meet needs of students and is reminded of ethics and professional	Sufficiently displays knowledge of role and responsibilities and completes tasks as instructed by teacher and administrator. Appears to be	Assists in meeting the needs of the students and the school through ethical and sound practices; meets the need without prompting; encourages others to do	Consistently demonstrates a keen understanding of role and takes the initiative to meet the needs of the students and school in an ethical manner while encouraging others to do the
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3. Dependability	Inconsistent display and	Understands the role	Reasonably	Consistently	Has a superior quality of
and	understanding of	and responsibilities, but		demonstrates	professionalism as evidenced
Professionalism	professionalism; does not	requires supervision for	professionalism	professionalism by	by reporting to work,
	report to work regularly or in	tasks to be completed	within the assigned	reporting to work in a	meetings, and school events
	a timely manner and/or tends	accurately; has been	role by reporting to	timely manner, is	outside of required hours,
	to leave work early; is not	reminded of	work on time,	reliable in performing	performs duties accurately
	professional in appearance	expectations regarding	performing duties	duties with little to no	with no supervision, is
	and communication as	professional appearance		supervision, and is	consistently professional in
	evidenced in documented	and effective	some supervision,	professional in	appearance and
	concerns.	communication.	and being	appearance and	communication with all
			professional in both	communication with	stakeholders.
	(Comments below)		appearance and	colleagues, students,	
Comments/Recom			communication.	and parents.	
Amon Assossed	Not Domonstrated	Developing	Ductiont	Assomplished	Distinguished
Area Assessed	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
Area Assessed 4. Professional	Inconsistent display and	Understands the vision	Reasonably promotes	Accomplished Consistently promotes	Enthusiastically promotes
	Inconsistent display and understanding of vision and		Reasonably promotes the vision and	Consistently promotes the vision and mission of	Enthusiastically promotes the vision and mission of the
4. Professional	Inconsistent display and understanding of vision and mission; does not	Understands the vision and mission of the school and district but	Reasonably promotes the vision and mission of the school	Consistently promotes the vision and mission of the school and district by	Enthusiastically promotes the vision and mission of the school and district by having
4. Professional Attitude and	Inconsistent display and understanding of vision and mission; does not communicate professionally	Understands the vision and mission of the school and district but has difficulty	Reasonably promotes the vision and mission of the school and district by	Consistently promotes the vision and mission of the school and district by having a pleasant and	Enthusiastically promotes the vision and mission of the school and district by having a pleasant and positive
4. Professional Attitude and	Inconsistent display and understanding of vision and mission; does not communicate professionally with all stakeholders; does	Understands the vision and mission of the school and district but has difficulty communicating	Reasonably promotes the vision and mission of the school and district by communicating	Consistently promotes the vision and mission of the school and district by having a pleasant and positive attitude,	Enthusiastically promotes the vision and mission of the school and district by having a pleasant and positive attitude, communicating
4. Professional Attitude and	Inconsistent display and understanding of vision and mission; does not communicate professionally with all stakeholders; does not follow established	Understands the vision and mission of the school and district but has difficulty communicating professionally with all	Reasonably promotes the vision and mission of the school and district by communicating professionally as	Consistently promotes the vision and mission of the school and district by having a pleasant and positive attitude, communicating	Enthusiastically promotes the vision and mission of the school and district by having a pleasant and positive attitude, communicating effectively without bias, and
4. Professional Attitude and	Inconsistent display and understanding of vision and mission; does not communicate professionally with all stakeholders; does not follow established policies, procedures, and	Understands the vision and mission of the school and district but has difficulty communicating professionally with all stakeholders. Follows	Reasonably promotes the vision and mission of the school and district by communicating professionally as expected with all	Consistently promotes the vision and mission of the school and district by having a pleasant and positive attitude, communicating effectively without bias,	Enthusiastically promotes the vision and mission of the school and district by having a pleasant and positive attitude, communicating effectively without bias, and following established
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5. Overall	Inconsistent display and	Appears to understand	Reasonably performs	Consistently performs	Performs in current role with a
Performance and	understanding of	the assigned role. Has	in assigned role, as	in assigned role at a	standard of excellence and is
Self-Improvement	assigned role and overall	difficulty performing	expected. Accepts	high standard and	consistently reflective about
	performance is poor.	in the role, as	constructive criticism	inquires about how to	how to enhance and improve
	Does not accept	expected. Struggles to	and suggestions on	enhance and improve	in the role. Regularly displays
	constructive criticism	accept constructive	how to enhance and	in current practices.	loyalty to the organization and
	and does not follow	criticism and has	improve practices.	Displays loyalty to the	is discreet regarding all school
	through with suggestions	difficulty following	Tends to display	organization and	and district matters while
	for improvement.	through with	loyalty to the	practices discretion	encouraging others to do the
	Appears to not be loyal	suggestions for	organization and	when addressing any	same.
	to the organization and	improvement.	most times practices	and all school and	
	does not use	Appears to be loyal to	professional	district matters.	
	professional discretion,	the organization and	discretion.		
	as expected.	professionally			
		discreet.			
	(Comments below)				
Comments/Recomme	nuations:				
Employee Comments	:				
Evaluator Signature:				Date:	
Employee Signature:				Date:	