

**MOUNTAIN BROOK SCHOOLS
SUPPORT STAFF PERFORMANCE EVALUATION**

Name of Staff Member	<input style="width: 90%;" type="text"/>		
Job Title	<input style="width: 150px;" type="text"/>	School /Location	<input style="width: 150px;" type="text"/>
Performance Period	From	<input style="width: 100px;" type="text"/>	To <input style="width: 100px;" type="text"/>

COMPLIANCE WITH POLICIES AND WORK RULES:

ATTENDANCE	<input type="checkbox"/>	Below Acceptable Level	<input type="checkbox"/>	At or Above Acceptable Level
PUNCTUALITY	<input type="checkbox"/>	Below Acceptable Level	<input type="checkbox"/>	At or Above Acceptable Level
SAFETY	<input type="checkbox"/>	Below Acceptable Level	<input type="checkbox"/>	At or Above Acceptable Level

OVERALL PERFORMANCE RATING

- | | | |
|--------------------------|-------------------|--|
| <input type="checkbox"/> | 1. UNSATISFACTORY | Consistently failed to meet the standards of the job |
| <input type="checkbox"/> | 2. BELOW STANDARD | Occasionally failed to meet the standards of the job |
| <input type="checkbox"/> | 3. AT STANDARD | Consistently met the standards of the job |
| <input type="checkbox"/> | 4. ABOVE STANDARD | Consistently met, and occasionally exceeded the standards of the job |
| <input type="checkbox"/> | 5. OUTSTANDING | Consistently exceeded the standards of the job |

IN THE STAFF MEMBER'S PRESENT POSITION, WHAT ARE HIS/HER STRENGTHS?

SUPPORT STAFF DEVELOPMENT PLAN

IN THE STAFF MEMBER'S PRESENT POSITION, WHAT AREAS NEED IMPROVEMENT? GROWTH?

Areas Of Growth	Action	Target Dates
<div></div>		

Employee's Signature: ** _____ Date: _____

Administrator's Signature: _____ Date: _____

Supervisor's Signature: *** _____ Date: _____

Staff Member's Comments: _____

Supervisor's Comments: _____

**Employee's signature does not imply agreement with contents of this evaluation.

***When applicable

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Check the appropriate box to indicate the Performance Rating on each Standard.

PERFORMANCE STANDARDS	Unsatisfactory	Below Standard	At Standard	Above Standard	Outstanding
KNOWLEDGE	1	2	3	4	5
<ul style="list-style-type: none"> Demonstrates understanding of job requirements, skills and procedures Applies job knowledge, skills and experience to accomplish tasks effectively Maintains essential knowledge needed to perform his/her job Shows willingness to learn changes in job practices and procedures Knows and follows Board policy for Mountain Brook Schools <div style="text-align: right; margin-top: 10px;">COMMENTS:</div>					
QUALITY OF WORK	1	2	3	4	5
<ul style="list-style-type: none"> Produces work that meets established quality standards Performs job responsibilities in a complete, accurate, neat and timely manner Pays attention to detail and takes pride in work Maintains quality under pressure Follows all regulations and laws which apply to job responsibility <div style="text-align: right; margin-top: 10px;">COMMENTS:</div>					
PRODUCTIVITY	1	2	3	4	5
<ul style="list-style-type: none"> Produces expected amount of work Establishes sound priorities for work Manages times effectively: meets deadlines Maintains productivity under pressure Demonstrates a willingness and ability to take on additional work if needed <div style="text-align: right; margin-top: 10px;">COMMENTS:</div>					
INITIATIVE	1	2	3	4	5
<ul style="list-style-type: none"> Displays self-motivation and discipline Works independently; seeks greater responsibility Seeks ways to improve methods, products, or services related to work Offers to help others when job is complete Responds promptly to requests for help <div style="text-align: right; margin-top: 10px;">COMMENTS:</div>					
PROBLEM SOLVING	1	2	3	4	5
<ul style="list-style-type: none"> Identifies problems and then obtains information to solve them Identifies practical solutions to problems Acts appropriately and quickly to solve problems Stays with a problem until it is solved Has judgment to refer problems outside of his/her expertise or authority to the proper person <div style="text-align: right; margin-top: 10px;">COMMENTS:</div>					
ORGANIZATION AND PLANNING	1	2	3	4	5
<ul style="list-style-type: none"> Plans ahead and anticipates materials, conditions, and persons needed to complete work Establishes proper priorities to accomplish tasks in an efficient manner Organizes tasks and work area Uses time efficiently Changes plans quickly and effectively if necessary <div style="text-align: right; margin-top: 10px;">COMMENTS:</div>					

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PROFESSIONALISM	1	2	3	4	5
<ul style="list-style-type: none"> Displays appropriate workplace appearance Is prompt, punctual, and dependable Conducts oneself in a professional manner Exhibits an understanding of being a public employee Participates in staff development to improve knowledge and skills of job requirements 					
COMMENTS:					
COMMUNICATION	1	2	3	4	5
<ul style="list-style-type: none"> Speaks and writes clearly, correctly, and coherently as necessary for job assignment Gives clear directions/follows directions Maintains confidentiality Maintains positive interactions with others Keeps others informed as necessary for effective, efficient operations 					
COMMENTS:					
TEAMWORK	1	2	3	4	5
<ul style="list-style-type: none"> Actively contributes to and participates in group assignments and projects Works effectively and cooperates with others Resolves conflicts among fellow workers Accepts suggestions and constructive feedback from others 					
COMMENTS:					
EQUIPMENT USE	1	2	3	4	5
<ul style="list-style-type: none"> Uses equipment in a safe and efficient manner Makes appropriate choices/use of equipment Cleans and stores equipment appropriately Learns new technologies/equipment as related to job assignment 					
COMMENTS:					
SAFETY	1	2	3	4	5
<ul style="list-style-type: none"> Demonstrates a thorough knowledge of school system safety rules and regulations Follows and promotes safety rules while on the job Uses appropriate safety equipment such as hearing protection, eye protection, or gloves Performs assigned safety inspections and evaluations Reports all accidents, safety violations, or work hazards in a timely manner 					
COMMENTS:					
SUPERVISION*	1	2	3	4	5
<ul style="list-style-type: none"> Plans for department and assumes responsibility for its operations Exhibits ability to supervise and instruct personnel for effective operations Prioritizes needs and assigns or schedules personnel appropriately Follows staffing procedures Cooperates with other administrative staff Requires compliance of all applicable policies and laws 					
COMMENTS:					

*To be completed for support personnel who have supervisory or management responsibility