

Shoreline School District
Classified Personnel Performance Evaluation Form

ATTACHMENT A

Name _____
Last
First
M
Period of Report
Evaluation Date

School or Department _____ Job Title _____
 Evaluation Type: Annual: _____ Probationary: _____ Other: _____

	Exceeds Expectations	Meets Expectations	Needs** Improvement	Comments
1. INSTRUCTIONAL SKILL Developing appropriate group and individual activities to meet instructional objectives using a variety of techniques.				
2. INSTRUCTING STUDENTS Facilitating, encouraging, and expecting all students to succeed while recognizing the unique characteristics of each student.				
3. BEHAVIOR MANAGEMENT SKILLS Being attentive to conditions that affect the health and safety of students. Developing classroom procedures that clearly define expectations for student behavior. Dealing with students fairly and consistently, focusing on student behavior rather than personality.				
4. WORK ETHIC AND ACCOUNTABILITY Attending staff meetings and willingness to participate in professional development options.				
5. PROFESSIONAL DEVELOPMENT AND PLANNING Demonstrating willingness to learn and explore new curriculum and instructional techniques.				
6. PARENT/STAFF COMMUNICATION AND RELATIONSHIPS Interacting with colleagues, administrators, and parents in a respectful manner.				
7. LEAD/ASSISTANT JOB PERFORMANCE Lead *Completes and implements lesson/activity plans. *Demonstrates leadership qualities with team. *Implements and upholds program policies and procedures. *Uses good judgement at all times. *Considers safety of children at all times. *Shows awareness of what is occurring in classroom. *Provides guidance and direction to assistants. *Knows and uses Program Emergency Preparedness System. Assistant *Is willing to follow directions of lead. *Takes initiative to get things done. *Is prompt, responsible and reliable. *Demonstrates ability to take leadership role when necessary. *Knows and uses Program Emergency Preparedness System. *Uses good judgement at all times. *Considers safety of children at all times. *Shows awareness of what is occurring in classroom.				

Employee's Comments:

Prepared by: _____

Signature: _____

Note: Employee comments must be recorded on the original copy and returned within 24 hours from the time of evaluation discussion. The signature below does not necessarily imply that the employee agrees with the preceding but only that he/she has seen and/or discussed it with the evaluator and/or supervisor.