

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



CLASSIFIED STAFF EVALUATION POLICY

Classified staff shall be evaluated each year by the building principal/superintendent and direct supervisor, if so assigned. An evaluation conference shall be held with the involved parties. The evaluation form shall be signed/dated by the building principal/superintendent, direct supervisor and classified staff member.

The evaluation shall be completed by April 1st of each year. The classified staff member shall receive a copy of the evaluation and the original shall be placed in classified staff member's file in the superintendent's office.

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Classified Staff Evaluation Form

Classified Staff Member Signature _____ Date _____

Building Principal/Superintendent _____ Date _____

Direct Supervisor _____ Date _____

Key:

1. Poor-----5. Excellent

1. COOPERATION

Ability to work with others. Supports the School District and its policies.

1__ 2__ 3__ 4__ 5__

Comments:

2. INITIATIVE

Is resourceful and self-motivated. Is a self-starter.

1__ 2__ 3__ 4__ 5__

Comments:

3. APPEARANCE

Dresses appropriately for job assignments.

1__ 2__ 3__ 4__ 5__

Comments:

4. POISE

Shows tact and self-control in sensitive situations.

1__ 2__ 3__ 4__ 5__

Comments:

5. RESPONSIBILITY

Exhibits sense of duty, and is trustworthy and accountable for actions.

1__ 2__ 3__ 4__ 5__

Comments:

6. TECHNICAL SKILLS

Possesses the necessary technical or cleaning skills to perform the job.

1__ 2__ 3__ 4__ 5__

Comments:

7. SUPERVISOR'S RECOMENDATION

A. Employee is recommended for continued employment.

B. Employee is NOT recommended for continued employment.

Further commentary, by either party, can be written on the back of this form or on a separate sheet of paper.

Classified staff member's signature does not necessarily mean that s/he agrees with this evaluation. It only means that s/he has had the opportunity to read it.