Davis School District Classified Performance Assessment System
General Guidelines

The intent and goal of the performance assessment system is to:

1. Promote employees' job satisfaction and morale by providing necessary feedback regarding their work performance;
2. Improve employee effectiveness;
3. Enhance communication between employees and supervisors concerning mutual expectations and needs;
4. Assess training needs and plan future training activities; and
5. Provide a basis for decisions regarding assignments, promotions, salary advancements, and other personnel actions.

Instructions

1. All full and part-time career and provisional employees shall be assessed by their direct supervisor at least once annually. All sections of the form should be completed. Completed assessments shall be sent to appropriate department and school directors for review by mid-May.

2. The standard District Performance Assessment Form shall be used. Forms are available through the District's Distribution Center (Item #01040496) or the District Human Resources website.

3. The assessment shall be conducted in accordance with the following guiding and operating principles:

   GUIDING PRINCIPLES: Improve the quality of performance in the work place; Identify and acknowledge achievement; Promote exemplary practice; Distinguish between well functioning and unsatisfactory performance.

   OPERATING PRINCIPLES: Conforms to district policy and state statutes; Provides assistance and support for improving professional performance; Recognizes accomplishments and promotes the creation of goals for professional improvement; Identifies specific issues for remediation and/or disciplinary interventions; Is objective, reliable and valid.

4. Rating Categories are as follows:

   Well Functioning: Meets or exceeds expectations.

   Needs Attention: Indicates concerns regarding an employee's performance, behavior and/or attitude. The supervisor should note specific issues and/or areas of concerns and the employee is directed to take action to resolve the problem, concern, or situation.

   Unsatisfactory: Indicates unsatisfactory performance, behavior and/or attitude. It is the **employee's responsibility** to respond in a professional manner to identified concerns and demonstrate a willingness to make significant improvements. The employee must submit a written plan of improvement of supervisory review and demonstrate significant progress in the area(s) identified as being unsatisfactory. It is the **supervisor's responsibility** to identify areas of concern, document interventions and, if necessary, proceed with disciplinary action.

5. Employees shall be given an opportunity to make written comments on the assessment form. In addition, employees may respond in writing to their assessments and may have their responses included in their personnel files.

6. Supervisors shall personally meet and discuss Performance Assessments with employees. Exceptions are allowed only in unique circumstances and with the approval of the School or Department Director.

7. Employees sign the Performance Assessment Form to acknowledge receipt. Employees shall be given a copy of the completed form.

DAVIS SCHOOL DISTRICT
EMPLOYEE PERFORMANCE ASSESSMENT

Employee Name: _____ Employee Number: _____

Effective Review Date: _____ Job Title: _____

Period Covered from: _____ to _____ Location: _____

	Well Functioning	Needs Attention	Unsatisfactory
Interpersonal Skills			
Professional Working Relationship with Co-Workers	☐	☐	☐
Working Relationship with Students, Faculty & Administration	☐	☐	☐
Professional Appearance	☐	☐	☐
Behavior & Attitude	☐	☐	☐
Job Skills			
Adaptability	☐	☐	☐
Flexibility & Handling Emergencies	☐	☐	☐
Performance with Minimum Instruction	☐	☐	☐
Using Good Judgement & Common Sense	☐	☐	☐
Knowledge of Job Skills	☐	☐	☐
Willingness to Learn & Improve	☐	☐	☐
Ability to Perform Essential Functions	☐	☐	☐
Quality of Work			
Accuracy	☐	☐	☐
Thoroughness	☐	☐	☐
Neatness	☐	☐	☐
Initiative	☐	☐	☐
Organization of Work	☐	☐	☐

	Well Functioning	Needs Attention	Unsatisfactory
Quantity of Work			
Amount of Work Performed	☐	☐	☐
Timely Completion of Work	☐	☐	☐
Policies and Procedures			
Attendance	☐	☐	☐
Punctuality	☐	☐	☐
Following Policies & Procedures	☐	☐	☐
Care of Equipment	☐	☐	☐
Observing Safety Rules	☐	☐	☐
Adherence to Code of Ethics	☐	☐	☐
Adherence to Contractual Obligations	☐	☐	☐

Complete this section if the employee has supervisory responsibilities.

Leadership & Motivation of Employees	☐	☐	☐
Fairness & Impartiality	☐	☐	☐
Training & Instruction	☐	☐	☐
Planning & Administration	☐	☐	☐
Oral & Written Communication	☐	☐	☐

Initial indicates review by employee _____

Make and distribute copies to: 1. Human Resources Department 2. Employee 3. Supervisor 4. School/Department File

DAVIS SCHOOL DISTRICT
EMPLOYEE PERFORMANCE ASSESSMENT

Employee's Goals:
Goals should be established jointly by the employee and supervisor and should be accomplished during the next evaluation period.

Supervisor's Comments regarding Notable Perfomance and/or areas marked "Needs Attention":

Employee's Comments:

Supervisor's signature indicates this evaluation represents his/her best judgment of the employee's performance.

Direct Supervisor's Signature and Title Date

Coordinator's Signature (if applicable) Date

Principal/Department Director's Signature Date

Employee's Signature Date

Employee's signature indicates this evaluation has been discussed with him/her, and he/she has received a copy. Employee's signature does not necessarily imply agreement with the assessment.

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