

Glen Ellyn District 41 Evaluation for Support Professionals
Non-Instructional

Secretaries, Administrative Assistants, Accounts Payable, Health Aides, Technology Aides, Payroll, and Library Aides

It is the mission of District 41 to advocate for students enabling each one to optimize his/her potential within a culture of continuous improvement

EMPLOYEE: _____

DATE: _____

DOMAIN I: JOB SPECIFIC PROFESSIONAL KNOWLEDGE AND SKILLS

	Unsatisfactory	Developing	Proficient	Distinguished
Reaction in crisis or emergency	Demonstrates inadequate knowledge of emergency plan procedures and fails to use sound judgment.	Demonstrates limited knowledge of emergency plan procedures and does not consistently use sound judgment.	Demonstrates knowledge and implementation of emergency plan procedures and is responsive during crisis situations.	Demonstrates knowledge and implementation of emergency plan procedures and is highly responsive during crisis situations.
Record Keeping/Clerical Operations	Record keeping/clerical tasks are performed in an untimely and/or inaccurate manner.	Record keeping/clerical tasks are frequently performed inaccurately and/or inconsistently.	Performs record keeping/clerical tasks as appropriately assigned in a timely and accurate manner.	Facilitates efficient office operations by addressing record keeping/clerical needs in a timely, accurate, and skilled manner.
Operation of equipment and use of technology	Demonstrates inadequate knowledge and skill when operating equipment/technology in performance of assigned duties for which training has been provided.	Demonstrate limited knowledge and skill when operating equipment/ technology in performance of assigned duties for which training has been provided.	Demonstrates proficiency and skill when operating equipment/technology in performance of assigned duties for which training has been provided	Demonstrates outstanding abilities and seeks opportunities to improve knowledge and application related to operation of equipment/ technology.

COMMENTS:

Glen Ellyn District 41 Evaluation for Support Professionals
Non-Instructional

DOMAIN II: PRODUCTIVITY

	Unsatisfactory	Developing	Proficient	Distinguished
Management	Fails to provide assistance in structuring and scheduling resources.	Provides limited assistance in structuring and scheduling resources.	Assists in structuring and scheduling resources	Proactively assists in structuring and scheduling resources.
Organization	Little or no evidence of procedures to accomplish tasks and provision materials.	Uses inefficient procedures to accomplish tasks and provision materials.	Efficiently organizes tasks and provisions materials.	Efficiently organizes tasks and provisions materials while prioritizing and anticipating needs.
Resourcefulness	Takes little or no action to solve job-related problems and issues.	Is reluctant to take action to solve job-related problems and issues.	Takes action to solve job-related problems and issues in a timely and effective manner.	Seeks solutions and takes action to solve job-related problems and issues in a timely and effective manner.
Time Management	Does not use time appropriately or effectively related to job responsibilities.	Frequently uses time ineffectively to accomplish work-related responsibilities or tasks within the time allotted.	Uses time effectively to accomplish work-related responsibilities or tasks within the time allotted.	Has the ability to multi-task and set effective priorities in order to complete job-related tasks.
Anticipates needs of others	Lacks awareness of the needs of others.	Demonstrates limited awareness of the needs of others.	Demonstrates awareness of the needs of others by being open to their concerns and situations.	Anticipates and meets the needs of others by being open to their concerns and situations.

COMMENTS:

Glen Ellyn District 41 Evaluation for Support Professionals
Non-Instructional

DOMAIN III: INTERPERSONAL SKILLS

	Unsatisfactory	Developing	Proficient	Distinguished
Motivation/ Tenacity	Lacks commitment to student success and the mission of the school/district.	Demonstrates limited commitment to student success and the mission of the school/district.	Demonstrates a commitment to student success and the mission of the school/district.	Models and promotes a commitment to student success and the mission of the school/district.
Cooperation	Lacks commitment as a team participant.	Demonstrates limited effort to support teamwork for the benefit of the school district and its students.	Functions effectively as a team member for the benefit of the school district and its students.	Actively participates to enhance team-building efforts for the benefit of the school district and its students.
Communication	Lacks basic communication skills (i.e., listening, speaking, and writing).	Does not listen effectively. Occasionally provides clear, accurate, and appropriate verbal and/or written information to students, staff, and community.	Listens well. Provides clear, accurate, and appropriate verbal and/or written information to students, staff, and community.	Listens well. Provides clear, accurate, and appropriate verbal and/or written information to students, staff, and community. Uses feedback and reflection to improve effectiveness of communication.

COMMENTS:

Glen Ellyn District 41 Evaluation for Support Professionals
Non-Instructional

DOMAIN IV: PROFESSIONALISM

	Unsatisfactory	Developing	Proficient	Distinguished
Confidentiality	Does not respect and maintain discretion with information relative to school and the community.	Inconsistently respects and maintains discretion with information relative to school and the community.	N/A	Consistently respects and maintains discretion with information relative to school and the community.
Attendance/ Punctuality	Does not demonstrate good attendance or punctuality.	N/A	Consistently demonstrates good attendance and punctuality.	N/A
Follows Directions/ Procedures	Does not demonstrate compliant behavior in relation to established procedures and guidelines.	Demonstrates inconsistent compliant behavior in relation to established procedures and guidelines.	Demonstrates compliant behavior in relation to established procedures and guidelines.	Demonstrates responsible and resourceful behavior in relation to established procedures and guidelines.
Interaction with Others	Unwilling to cooperate and collaborate with others (departments/teams/individuals) to achieve common goals.	Demonstrates limited cooperation and collaboration with others (departments/teams/individuals) to achieve common goals.	Cooperates and collaborates with others (departments/teams/individuals) to achieve common goals.	Maintains effective working relationships with others (departments/teams/individuals) and seeks to gain cooperation and commitment from others to achieve common goals.
Public Relations	Does not demonstrate a positive attitude toward others.	Does not consistently demonstrate a positive attitude toward others.	Demonstrates an attitude that helps to establish positive public perception.	Seeks ways to create positive public perception.

COMMENTS:

Glen Ellyn District 41 Evaluation for Support Professionals
Non-Instructional

EMPLOYEE: _____

DATE: _____

Additional Comments (optional):

Suggestions for growth:

Employee Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____

Support staff evaluations are due on or before May 1st of every year.