

- CLASSIFIED PERSONNEL -

**Classified Personnel Evaluation**

EMPLOYEE'S NAME \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

WORKSITE/SCHOOL \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

POSITION: \_\_\_\_\_

**EXPLANATION OF THE SCALE:**

- EXCEEDS EXPECTATIONS (EE)      IMPROVEMENT NEEDED (IN)  
 MEETS EXPECTATIONS (ME)      NOT APPLICABLE (NA)

**PERFORMANCE AREAS:**

**JOB KNOWLEDGE:**

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

	EE	ME	IN	NA
(a) Demonstrates necessary skills to complete tasks required in current job.				
(b) Understands and completes all required records, reports, and documents.				
(c) Maintains working knowledge of equipment/material that is necessary for completion of assigned task.				
(d) Attends appropriate in-service programs.				
(e) Adheres to Board policies.				

Comments:

**PRODUCTIVITY AND QUALITY OF WORK:**

Rate the completion, accuracy, timeliness, and volume of work.

	EE	ME	IN	NA
(a) Completes the required tasks accurately and in a timely manner.				
(b) Follows proper safety measures when working.				
(c) Displays initiative in seeking and completing tasks without supervision.				

Comments:

**Classified Personnel Evaluation**

**RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:**

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

	<b>EE</b>	<b>ME</b>	<b>IN</b>	<b>NA</b>
(a) Uses discretion with confidential or privileged information.				
(b) Follows directions.				
(c) Performs duties responsibly.				
(d) Organizes work responsibilities and sets priorities.				
(e) Maintains a good attendance record.				
(f) Reports to work punctually.				
(g) Returns to work from break and/or lunch punctually.				

Comments:

**INTERPERSONAL RELATIONS:**

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

	<b>EE</b>	<b>ME</b>	<b>IN</b>	<b>NA</b>
(a) Interacts with students and parents in a positive, constructive manner.				
(b) Interacts with colleagues and supervisors in a positive, constructive manner.				
(c) Cooperates to accomplish school and District goals and objectives.				
(d) Addresses conflict in a constructive and fair manner.				
(e) Follows chain of command when addressing conflict.				
(f) Offers differing opinions in a constructive and helpful manner.				
(g) Demonstrates effective written and verbal communication skills.				

Comments:

**Classified Personnel Evaluation**

**Summary**

Overall job performance on applicable items.

EE	ME	IN	

Overall, does the employee meet the designated performance standards?  Yes  No

Comment:

**Growth and Development:** Activities in which the employee has participated which could increase job effectiveness.

Comments:

Improvement in the areas noted on this evaluation can be achieved by the following:

**This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.**

\_\_\_\_\_  
*Employee's Signature*      *Date*                      *Supervisor's Signature*      *Date*

Employee's Comments:

**Classified Personnel Evaluation****EXCEEDS EXPECTATIONS (EE)**

For an employee to receive an overall rating of “Exceeds Expectations”, the majority of the critical performance dimensions should have been evaluated at this level, with no performance dimensions rated below “Meets Expectations”. Any additional or specific performance goals and objectives should have been achieved, at least at the “Meets Expectations” level.

**MEETS EXPECTATIONS (ME)**

An employee’s overall performance will generally be considered as “Meets Expectations” when the majority of the critical performance dimensions are evaluated at “Meets Expectations” and no more than two of the remaining performance dimensions are evaluated at “Improvement Needed”. Most of the additional or specific performance goals and objectives should have been achieved at the “Meets Expectations” level of achievement.

**IMPROVEMENT NEEDED (IN)**

The “Improvement Needed” rating indicates that one or more of the critical performance ratings were below the “Meets Expectations” standard, and several of the additional or specific performance goals and objectives were not realized at a fully satisfactory level. Any single “Improvement Needed” rating on a critical dimension or performance objective should generally result in an “Improvement Needed” overall rating.

**NOT APPLICABLE (NA)**

Indicates that this particular performance dimension does not apply to this particular individual’s duties or job classification.

**Classified Personnel Evaluation**

**INDIVIDUAL CORRECTIVE ACTION PLAN**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Work Site: \_\_\_\_\_

<b>Performance Area (I-IV)</b>	<b>Growth Objective/Goals (Describe desired outcomes)</b>	<b>Procedures &amp; Activities for Achieving Goals &amp; Objectives (Including support personnel)</b>	<b>Target Dates</b>

(Attach more pages if necessary)

EVALUATEE'S COMMENTS:

INDIVIDUAL CORRECTIVE ACTION PLAN DEVELOPED:

\_\_\_\_\_  
Evaluatee's Signature                                  Date

\_\_\_\_\_  
Evaluator's Signature                                  Date

PROGRESS REVIEW MEETINGS:

Date	Comments	Initials

(Attach more pages if necessary)

**Family Resource Youth Services Center (FRYSC)**  
**Evaluation Summative Conference Form**

**Center Coordinator** \_\_\_\_\_ **Date of Conference** \_\_\_\_\_

**Center Name** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Position** \_\_\_\_\_

CENTER SITE	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	Activities Discussed
1. The center's hours of operation posted.				
2. The center has a designated place or way to interview participants so that the conversation remains confidential or not easily overheard.				
3. The center provides a safe, "family friendly" environment in which the staff can work and/or provide services.				
4. The center has an updated, accurate brochure.				
5. The center has an updated webpage and calendar that can be accessed by parents and the community.				
6. The center is clean, well maintained, and organized to provide a professional and family environment.				
ADVISORY COUNCIL	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	Activities Discussed
1. The advisory council meets every other month. (Regular meeting dates are set at the beginning of the year.)				
2. All members are to be notified and minutes recorded.				
3. The role of the advisory council during meetings is to provide input, oversight and commendations with regard to planning development, implementation and coordination of services programs, activities and finances. During the advisory council meetings, members review the following information: a. Status of action plan implementation b. Financial status, including budget balance				
4. There is regular communication between the SBDM and the FRYSC. (FRYSC should be on the SBDM Agenda at least two times every school year.)				
5. The center coordinator and advisory council demonstrates a good working relationship.				
ADMINISTRATION	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	Activities Discussed
1. The center coordinator has a copy of the following items: a. Approved Continuation Program Plan and amendments b. Contract c. Administrator's Guidebook d. Job description				
2. The center coordinator has documentation of involvement with the Comprehensive School Improvement Plan (CSIP) and the District Comprehensive School Improvement Plan (CDIP).				
3. The center coordinator is on at least one active CSIP planning team.				
4. The center coordinator serves on district level committees				
5. The center coordinator engages school, district, and community partners in planning and conducting events.				
6. The center coordinator maintains good communication with building administration through written, oral, and face-to-face communication.				
7. The center coordinator submits monthly reports that are completed and submitted on-time to building administrators, advisory councils, school council, and district level administrators.				

**Family Resource Youth Services Center (FRYSC)**  
**Evaluation Summative Conference Form**

<b>RECORD KEEPING</b>	<b>Meets</b>	<b>Meets With Growth Needed</b>	<b>Does Not Meet Growth Needed</b>	<b>Activities Discussed</b>
1. The center coordinator has a current needs assessment with appropriate questions.				
2. The assessment includes a process for identifying those families most in need of services.				
3. The center displays a current component activities book (i.e. scrapbook, pictures, Combination Document, etc.)				
4. Each activity is outlined on a FRYSC Large Group Activity Form with participant sign in sheets.				
5. The center coordinator maintains a Daily Contact Log.				
6. The center coordinator maintains documentation of services for accountability to the district and Cabinet for Health and Family Services through the use of the Student Information System.				
7. The center coordinator maintains an inventory of FRYSC and district equipment and resources located in the FRYSC Center.				
8. The center coordinator requires that records in the computer and /or file cabinets be secured and confidential.				
9. The student/family records contain the following items: a. Participant information b. Parental/guardian consent to participate forms c. Confidentiality and/or consent to case conference forms d. Service activity and referrals				
10. The center coordinator maintains confidentiality.				
<b>PERSONAL AND PROFESSIONAL QUALITIES</b>	<b>Meets</b>	<b>Meets With Growth Needed</b>	<b>Does Not Meet Growth Needed</b>	<b>Activities Discussed</b>
1. The center coordinator is punctual and has regular attendance				
2. The center coordinator maintains a neat and professional appearance.				
3. The center coordinator show enthusiasm for job (prepared to work).				
4. The center coordinator is punctual for all assignments.				
5. The center coordinator accepts constructive criticism.				
6. The center coordinator exhibits good work habits				
7. The center coordinator interacts with staff members effectively.				
8. The center coordinator models appropriate behavior patterns.				
9. The center coordinator follows policy of the school, district, & state.				
10. The center coordinator completes records, reports, inventories, and requisitions in an accurate and timely manner.				
11. The center coordinator performs professional responsibilities and duties as outlined by the center's work plan and as requested by district/building administrators (as they conform to FRYSC's mission of removing barriers to learning).				
12. The center coordinator upgrades own professional knowledge and skills through readings, workshops, training sessions, and conferences.				
13. The center coordinator demonstrates professionalism				
<b>BUDGET</b>	<b>Meets</b>	<b>Meets With Growth Needed</b>	<b>Does Not Meet Growth Needed</b>	<b>Activities Discussed</b>
1. The center coordinator keeps an updated balance of grant fund expenditures. The center coordinator keeps monthly detailed MUNIS reports on file.				
2. The center coordinator keeps records of grant fund balance; these match the districts' ledger.				
3. The center coordinator turns in a current inventory to the district each fiscal year.				

4. The advisory council, District Contact <u>and</u> Regional Program Manager approve non-expendables over \$500.00 and subcontracts over \$1,000.00.				
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**Family Resource Youth Services Center (FRYSC)**  
**Evaluation Summative Conference Form**

<b>BUDGET (continued)</b>	<b>Meets</b>	<b>Meets With Growth Needed</b>	<b>Does Not Meet Growth Needed</b>	<b>Activities Discussed</b>
5. The advisory council, District Contact and Regional Program Manager approves all single purchases \$500.00 and over.				
6. The center coordinator supervises the requisition, inventory, and distribution of supplies and materials necessary for the operation of the center.				
7. The center coordinator writes grants to supplement the center budget to provide services for students and families.				
<b>SCHOOL ENVIRONMENT</b>	<b>Meets</b>	<b>Meets With Growth Needed</b>	<b>Does Not Meet Growth Needed</b>	<b>Activities Discussed</b>
1. The center coordinator demonstrates a timely and positive customer service.				
2. The center coordinator acts as a resource person to students.				
3. The center coordinator acts as a resource person to school staff.				
4. The center coordinator makes <u>all</u> students aware of <u>all</u> services provided by the center.				
5. The center coordinator provides the correct documentation for attendance (i.e. sign – in and sign-out sheets in the school office, emails to staff if absent or out of center office, calendar of work days, etc.) This documentation is completed in the appropriate amount of time.				
6. The center coordinator maintains confidentiality.				
7. The center coordinator demonstrates a good working relationship with the school principal and school staff.				
8. The center coordinator collaborates with school personnel to identify students in need of services by collaborating with other agencies.				
9. The center coordinator assists students and/or families in obtaining appropriate community resources.				
10. The center coordinator demonstrates a positive and caring attitude and behavior.				
11. The center coordinator exhibits a positive and professional attitude toward staff, students, parents, and community members.				
12. The center coordinator collaborates with appropriate agencies to provide services for students, parents, families, the school, and the community.				
13. The center coordinator establishes and follows defined on-site hours for the center and informs principal and/or school personnel of necessary meetings and activities scheduled outside the center.				
<b>MEETINGS/PLANS/NEEDS ASSESSMENT/MISCELLANEOUS</b>	<b>Meets</b>	<b>Meets With Growth Needed</b>	<b>Does Not Meet Growth Needed</b>	<b>Activities Discussed</b>
1. The center coordinator attends district meetings regularly.				
2. The center coordinator attends regional meetings regularly. (This depends on how many meetings the Regional Program Manager schedules;				
3. The center coordinator attends state, district, and/or regional-mandated trainings				
4. The center coordinator has the current Program Plan-- Implementation and Result (I & R) report approved as an informational item on the Advisory Council Meeting agenda and SBDM Council Meeting agenda prior to being presented to the Menifee Co. Board of Education. An updated I & R will be presented two times a year.				
5. The center coordinator develops, implements, and evaluates yearly a plan which includes goals and objectives for the Family Resource and Youth Service Center.				

**Family Resource Youth Services Center (FRYSC)**  
**Evaluation Summative Conference Form**

MEETINGS/PLANS/NEEDS ASSESSMENT/MISCELLANEOUS	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	Activities Discussed
6. The center coordinator conducts a needs assessment as a part of the CSIP process.				
7. The center coordinator is required to participate in the CSIP process.				
8. The center coordinator interprets and carries out the Policies established by the Menifee County Board of Education, the Kentucky State Board of Education, the Kentucky Revised Statutes and the Kentucky Administrative Regulations, and Federal law.				

Overall does the employee meet the designated performance standards?       Yes     No

Would you recommend this employee for re-employment?                     Yes     No

Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Growth and Development: Activities in which the employee has participated which could increase job effectiveness.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Improvement in the areas noted on this evaluation can be achieved by the following:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**This review has been discussed with the employee who has been given a copy.  
 Signatures acknowledge completion of the evaluation and not necessarily agreement.**

\_\_\_\_\_  
**Employee's Signature                                  Date                                  Supervisor's Signature                                  Date**

Employee's Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**RELATED PROCEDURE:**  
 03.28 AP.22

Review/Revised:1/19/2017