



# TOTEM Performance Appraisal - Instructional

<b>Social Security Number</b>	<input type="text"/>	<b>Last Name</b>	<input type="text"/>	<b>First Name</b>	<input type="text"/>	<b>MI</b>	<input type="text"/>
	<b>School/Department</b>		<b>Assignment</b>				
	<input type="text"/>		<input type="text"/>				
	<b>To be completed by the supervisor</b>			<input type="text"/>			
<b>Date</b>			<input type="text"/>		<b>Supervisor's Name</b>		
<input type="text"/>			<input type="text"/>				

**Introduction:**  
 Performance appraisal is an on-going process that should begin in the fall with a goal-setting meeting between employee and supervisors. This phase of the process should be completed no later than **October 15**. This appraisal form should be completed, signed and shared with employee by **June 1st**. *“Professional Support needed”* is not necessarily a step before a Plan for Improvement. It can also designate the need for further skill-building.

## 1. Punctuality, Attendance, and Use of Time

**a.** Starts work on time and consistently maintains a punctual daily work schedule; maintains regular attendance. **1a.**

 Exceeds Standards  
 Meets Standards  
 Professional Support Needed  
 Plan for Improvement Needed

**b.** Organizes, prioritizes, and completes tasks effectively and in a timely manner. **1b.**

 Exceeds Standards  
 Meets Standards  
 Professional Support Needed  
 Plan for Improvement Needed

## 2. Initiative

**a.** Carries out responsibilities independently; assumes additional responsibilities when appropriate. **2a.**

 Exceeds Standards  
 Meets Standards  
 Professional Support Needed  
 Plan for Improvement Needed

**b.** Recognizes problems and takes appropriate action to resolve them. **2b.**

 Exceeds Standards  
 Meets Standards  
 Professional Support Needed  
 Plan for Improvement Needed

**c.** Takes opportunities for continual professional growth. **2c.**

 Exceeds Standards  
 Meets Standards  
 Professional Support Needed  
 Plan for Improvement Needed

## 3. Customer Service

**a.** Cooperates with and assists the public. **3a.**

 Exceeds Standards  
 Meets Standards  
 Professional Support Needed  
 Plan for Improvement Needed

**b.** Establishes and maintains harmonious relationships with co-workers while supporting District goals. **3b.**

 Exceeds Standards  
 Meets Standards  
 Professional Support Needed  
 Plan for Improvement Needed



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### 4. Communications

**a.** Speaks clearly and effectively.

**4a.**

- Exceeds Standards
- Meets Standards
- Professional Support Needed
- Plan for Improvement Needed

**b.** Conveys written information in a clear, precise, grammatically correct, and professional manner.

**4b.**

- Exceeds Standards
- Meets Standards
- Professional Support Needed
- Plan for Improvement Needed

### 5. Flexibility:

**a.** Responds appropriately to challenges, changes, and new situations.

**5a.**

- Exceeds Standards
- Meets Standards
- Professional Support Needed
- Plan for Improvement Needed

### 6. General Job Knowledge

**a.** Understands personal role in fulfilling the functions of the specific job classification.

**6a.**

- Exceeds Standards
- Meets Standards
- Professional Support Needed
- Plan for Improvement Needed

**b.** Understands and follows ASD policies and procedures and state and federal mandates.

**6b.**

- Exceeds Standards
- Meets Standards
- Professional Support Needed
- Plan for Improvement Needed

**c.** Uses technology to fulfill job expectations.

**6c.**

- Exceeds Standards
- Meets Standards
- Professional Support Needed
- Plan for Improvement Needed

**d.** Maintains confidentiality of privileged information.

**6d.**

- Exceeds Standards
- Meets Standards
- Professional Support Needed
- Plan for Improvement Needed

### 6.1 Job Knowledge—Instructional Area

**a.** Understands how students learn and develop.

**6.1.a**

- Exceeds Standards
- Meets Standards
- Professional Support Needed
- Plan for Improvement Needed

**b.** Follows and adapts curricula to meet student needs in conjunction with state and local academic standards.

**6.1.b**

- Exceeds Standards
- Meets Standards
- Professional Support Needed
- Plan for Improvement Needed

**c.** Treats all students with respect.

**6.1.c**

- Exceeds Standards
- Meets Standards
- Professional Support Needed
- Plan for Improvement Needed

**d.** Understands and implements approved behavior management techniques.

**6.1.d**

- Exceeds Standards
- Meets Standards
- Professional Support Needed
- Plan for Improvement Needed



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## APPRAISAL NARRATIVE

**PROFESSIONAL DEVELOPMENT GOALS:** Please describe any goals that you and the TOTEM employee have created.

**COMMENDATIONS:** Please elaborate areas of exceptional performance.

**PROFESSIONAL SUPPORT NEEDED:** For areas in which the employee did not meet the standard, please describe what learning and support is needed for the employee to succeed.

**PLAN FOR IMPROVEMENT:** For each standard that is marked, "plan for improvement needed," please describe what changes the employee needs to make to meet the standard.

**Signatures:** Employee's signature does not mean agreement with the content of the evaluation; however, the signature does acknowledge receipt of the evaluation.

No electronic recording exists for the following information. Hard copy only.

<b>Employee Signature</b>	Concur with Evaluation <input type="radio"/> Disagree with Evaluation <input type="radio"/> If there is a disagreement, comments by employee are encouraged. (Attach separate pages as necessary.)	<b>Date of Evaluation</b>
<b>Evaluator Signature</b>	<b>Evaluator's Title</b>	<b>Date of Evaluation</b>
<b>Evaluator Supervisor (If applicable)</b>	<b>Evaluator's Supv Title</b>	<b>Date Instructional</b>