



Supervisory Staff Evaluation

Name: _____ Date: _____

Job Title: _____

| | | | | |
|--|----------------------------------|-------------------------------|--------------------------|---------------------------------------|
| <p><i>Review employee's responsibilities as noted on their job description.</i></p> <p><i>Reflect on employee's performance since the last evaluation.</i></p> <p><i>"Meets Expectations" is the target.</i></p> | <i>Exemplary Performance</i> | <i>Meets Expectations</i> | <i>Needs Improvement</i> | <i>Does Not Meet Expectations</i> |
|--|----------------------------------|-------------------------------|--------------------------|---------------------------------------|

SERVICE TO CHILDREN

| | | | | |
|---|--|--|--|--|
| A. Creates a safe, orderly environment which focuses on the unique needs of all students. | | | | |
| B. Exhibits a positive, caring and encouraging attitude to all students. | | | | |
| C. Exhibits role model behavior. | | | | |
| D. Uses approved behavior management techniques. | | | | |

Comments:

PLANNING

| | | | | |
|---|--|--|--|--|
| A. Plans activities with a purpose in mind and can clearly describe what he/she is doing. | | | | |
| B. Is skillful at planning with consideration of all the components involved. | | | | |
| C. Listens to new ideas and is visionary in practice. | | | | |

Comments:

DECISION MAKING

| | | | | |
|--|--|--|--|--|
| A. Exhibits leadership in decision making and assumes responsibility for those decisions. | | | | |
| B. Decisions are well considered, appropriate, and presented in a manner that elicits confidence from staff members. | | | | |
| C. Exhibits confidence and decisiveness in making decisions. | | | | |
| D. Supports administrative and team decisions. | | | | |

Comments:

5013b1-R

Reviewed 7-26-17

Reviewed 6-28-23

| | | | | |
|---|-----------------------|--------------------|-------------------|----------------------------|
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|---|-----------------------|--------------------|-------------------|----------------------------|

COMMUNICATING

| | | | | |
|---|--|--|--|--|
| A. Provides clear and precise oral and written communication. | | | | |
| B. Is skilled in listening and determining the correct message which is being conveyed. | | | | |
| C. Displays self-confidence and maintains professionalism. | | | | |
| D. Uses positive and respectful communication. | | | | |

Comments:

EVALUATING

| | | | | |
|---|--|--|--|--|
| A. Assesses program, student, and staff needs. | | | | |
| B. Evaluates all aspects of a situation for decision making purposes. | | | | |

Comments:

WORK PRACTICES AND ATTITUDES

| | | | | |
|---|--|--|--|--|
| A. Utilizes time and resources in an efficient and effective manner. | | | | |
| B. Performs job tasks in a timely and thorough manner. | | | | |
| C. Makes decisions based on policy and training. | | | | |
| D. Displays loyalty to the organization in words and actions. | | | | |
| E. Maintains confidentiality. | | | | |
| F. Willingly assists with extra duties when assigned. | | | | |
| G. Accepts additional responsibilities assigned by Administrative Director. | | | | |
| H. Completes paperwork in a timely and thorough manner. | | | | |
| I. Implements proper care and use of NW BOCES property. | | | | |
| J. Follows NWBOCES policies, procedures, and directives. | | | | |
| K. Is skillful at organizing work responsibilities. | | | | |
| L. Motivates others, through positive means, to obtain desired results. | | | | |

Comments

| | | | | |
|--|------------------------------|---------------------------|--------------------------|-----------------------------------|
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|--|------------------------------|---------------------------|--------------------------|-----------------------------------|

HUMAN RELATIONS

| | | | | |
|---|--|--|--|--|
| A. Works effectively and in a participatory manner with Administrative Director. | | | | |
| B. Works effectively and in a cooperative manner with fellow employees. | | | | |
| C. Interacts effectively and demonstrates concern and sensitivity towards students, staff, parents and other community members. | | | | |
| D. Seeks and is open to input from others. | | | | |
| E. Is willing to make decisions which are in the best interest of students and for the program. | | | | |

Comments:

ATTENDANCE

| | | | | |
|--|--|--|--|--|
| A. Demonstrates awareness in regards to absenteeism and its effects on departmental needs. | | | | |
| B. Adheres to scheduled workday. | | | | |
| C. Attends team, IEP, MDT, and other meetings, as required. | | | | |

Comments:

TRAINING

| | | | | |
|--|--|--|--|--|
| A. Attends all required job related trainings. | | | | |
| B. Implements information acquired at trainings. | | | | |

Comments

Job Strengths and Superior Performance Incidents (*Examples: Performs extra duties, attends additional trainings*):

5013b3-R

Reviewed 7-26-17

Reviewed 6-28-23

Specific Objectives to be Undertaken Prior to Next Review:

Evaluator's Comments:

Employee's Comments:

ACKNOWLEDGMENT:

I acknowledge that I have seen the above evaluation. I understand that my signature does not necessarily mean that I agree with this evaluation.

Employee's signature
Date

Evaluator's signature
Date

Administrative Director's signature

Date

5013b4-R

Revised 6-24-09
Reviewed 7-26-17
Reviewed 6-28-23