



## Supervisory Staff Evaluation

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

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

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

<p><i>Review employee's responsibilities as noted on their job description. Reflect on employee's performance since the last evaluation. "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>
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### 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:

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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):**

**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.

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**Employee's signature**

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**Date**

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**Evaluator's signature**

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**Date**

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**Administrative Director's signature**

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**Date**

**5013b4-R**

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