

FONTANA UNIFIED SCHOOL DISTRICT
CERTIFICATED (NON-TEACHING) EVALUATION

NAME OF EMPLOYEE: _____ LOCATION: _____
ASSIGNMENT: _____ CONTRACT STATUS: _____
EVALUATOR: _____ TITLE: _____

RATINGS: N/A = NOT APPLICABLE D = DISTINGUISHED P = PROFICIENT N = NEEDS IMPROVEMENT
DE = DEVELOPING (PROBATIONARY ONLY) U = UNSATISFACTORY

STANDARD: ADHERENCE TO ESTABLISHED PROCEDURES

- Implements established program
- Implements established services
- Maintains required records in an accurate, timely manner
- Complies with adopted guidelines and school procedures
- Supports District and school goals and objectives as they apply to the assignment

OVERALL RATING

COMMENTS: _____

STANDARD: FULFILLMENT OF RESPONSIBILITIES AND DUTIES TO STUDENTS, PARENTS, AND STAFF

- Is accessible to students, staff, and parents
- Communicates effectively with students
- Communicates effectively with parents
- Communicates effectively with staff
- Works cooperatively with staff members
- Completes District, site, and assigned adjunct duties effectively
- Serves as a resource and assists other staff in meeting students' needs
- Serves students as appropriate
- Complies with State, Federal and District rules regarding confidential information
- Maintains ethical standards of professionalism

OVERALL RATING

COMMENTS: _____

STANDARD: DEMONSTRATED KNOWLEDGE AND SKILLS OF THE ASSIGNMENT

- Maintains current knowledge related to the assignment
- Models reflective practice and continuous professional growth
- Demonstrates and applies current knowledge related to the assignment in the best interest of students
- Uses standard English in written and oral communication
- Systematically plans and completes duties and responsibilities

OVERALL RATING

COMMENTS: _____

OVERALL EVALUATION RATING: _____ **RECOMMENDATION:** _____

ASSISTANCE PLAN NEEDED FOR ONE OR MORE STANDARDS RATED NEEDS IMPROVEMENT OR UNSATISFACTORY.

EVALUATOR'S SIGNATURE DATE

EMPLOYEE'S SIGNATURE DATE

Appendix E-3
Revised 7/11/06

My signature acknowledges that I have seen and discussed this evaluation but does not necessarily imply agreement with the conclusions of the evaluator.

Distribution: Original: Personnel File
Copies: Evaluator and Employee