



---

---

**•ADAPTABILITY**

---

---

Is open to alternatives and suggestions – is flexible	1	2	3
Maintains composure in stressful situations	1	2	3
Demonstrates good judgment/makes reasonable decisions	1	2	3

---

---

---

---

**PROFESSIONAL RESPONSIBILITIES**

---

---

Keeps informed and adheres to policies and regulations applicable to the position	1	2	3
Willingly shares ideas and expertise with colleagues	1	2	3
Handles confidential/sensitive information appropriately	1	2	3
Performs other job related duties as assigned by the principal	1	2	3
Promptly and effectively responds to concerns and complaints	1	2	3
Supports school and district goals and policies	1	2	3

---

---

---

---

**OVERALL ANNUAL RATING (Summative) 1 2 3**

---

---

(While the summative rating is based on an overall summary of all standards, a rating of 1 in any standard could result in an employee being placed on probation for improvement. If satisfactory improvement is not made within the specified time period, non-renewal or termination could result)

---

---

Self Improvement Goal for Next Year \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

---

\*Evaluator Comments: (Required for #1 ratings)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

---

This evaluation represents my best judgment of the employee's performance. I hereby recommend:

- \_\_\_\_ Employee be retained as a Provisional Employee (Policy GDA)
- \_\_\_\_ Employee be retained as a Career Employee (Policy GDA)
- \_\_\_\_ Employee be retained as an At-Will or Temporary Employee (Policy GDA)
- \_\_\_\_ Employee be put on probation
- \_\_\_\_ Employee be terminated or non-renewed

Signature of Principal/Supervisor/Designee \_\_\_\_\_ Date \_\_\_\_\_

---

---

This evaluation has been discussed with me and I have received a copy.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_  
(Employee's signature does not necessarily imply agreement or approval of the evaluation results)

---

---

**Employee Comment:** (Please indicate what you feel your supervisor can do to help you improve in your job performance – use another sheet if necessary)