

NON-TEACHING CERTIFICATED EVALUATION

Teacher _____ School Site _____ Date _____

Evaluator _____ Observation Year _____ Conference Date _____

Teacher Status Probationary Formative Evaluation Overall Evaluation Code:
 Permanent Summative Evaluation

Needs Improvement Plan
 Referral to PAR

Evaluation Code: **E** - Exceeds Standard **M** – Meets Standard **P** – Partially Meets Standard **U** - Unsatisfactory

STANDARD	COMMENTS (Including Code)
<p>1. ADHERENCE TO ESTABLISHED PROCEDURES WITHIN THE SCOPE OF THE UNIT MEMBER’S ASSIGNMENT</p> <p>Implements established programs and provides required services; Maintains required records in an accurate and timely manner; Complies with adopted guidelines and school procedures; Supports district and school goals and objectives applicable to the unit member’s assignment; fulfills adjunct duties as defined in the Collective Bargaining Agreement.</p>	<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Code</div>

STANDARD	COMMENTS (Including Code)
<p>2. FULMFILLMENT OF RESPONSIBILITIES AND DUTIES TO STUDENTS, PARENT, AND STAFF Is accessible to students, parents, and staff; communicates effectively with students, parent, and staff; works cooperatively with student, parent, and staff; uses discretion in handling confidential information.</p>	<p style="text-align: right; border: 1px solid black; padding: 5px;">Code</p>

STANDARD	COMMENTS (Including Code)
<p>3. DEMONSTRATION OF KNOWLEDGE AND SKILLS OF THE ASSIGNMENT Demonstrates and applies current knowledge related to the assignment; Plans work throughout the year to meet required timelines.</p>	<p style="text-align: right;">Code</p>

STANDARD	COMMENTS (Including Code)
4. OPTIONAL ADDITIONAL STANDARD(S) BY MUTUAL AGREEMENT (attached)	<div data-bbox="1892 245 2011 318" style="border: 1px solid black; padding: 2px; width: fit-content; float: right;">Code</div>

COMMENTS/SUMMATIVE



A Summative evaluation of “unsatisfactory” indicates that a Unit Member has received an unsatisfactory performance notation in any of the four non-teaching standards. A written improvement plan is required for any partially meets or unsatisfactory evaluation.

Administrator’s Signature and Date

Unit Member’s Signature and Date
Signature does not constitute agreement with evaluation

EVALUATION IS INVALID WITHOUT BOTH SIGNATURES.