LICENSED DISTRICT EMPLOYEE

SUMMATIVE EVALUATION

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| Employee: |  |  | Assignment: |  |
| Employee ID #: |  |  | Date: |  |
| Department: |  |  | School Year: |  |

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| SUMMATIVE EVALUATION PRE-CONFERENCE  To be completed before employee conference | | | | | | | |
| **1** | | Review of applicable data  Project conference  Presentation/meeting observation  Mid-year conference  Other data (for example, student achievement data, trainings provided, etc.)  Optional Comments: | | | | | |
| PLAN | | | | | | | |
| **2** | | (P.1) Works collaboratively to plan, develop, and implement district and department mission, vision, and goals | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **3** | | (P.2) Effectively uses the DSD Planning Process | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **4** | | (P.3) Plans and organizes to manage work tasks efficiently | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **5** | | (P.4) Utilizes planning to ensure effective management of district resources | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | | Optional Comments: | | |
| LEAD, SUPPORT, & TRAIN | | | | | | | |
| **6** | | (L.1) Provides effective and timely leadership, support, training, and/or resources in response to identified needs | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **7** | | (L.2) Communicates and disseminates information clearly and concisely | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **8** | | (L.3) Shows initiative in solving problems and undertaking new projects or assignments | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **9** | | (L.4) Demonstrates effective presentation skillsand meeting facilitation | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **10** | | (L.5) Completes work with accuracy and neatness; tasks, projects, and products are of professional quality | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| CHECK | | | | | | | |
| **11** | | (C.1) Seeks feedback and uses data to guide adjustments for continuous improvement | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **12** | | (C.2) Consistently follows up to ensure stakeholder needs are met and/or problems are resolved | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **13** | | (C.3) Communicates with supervisor regularly to evaluate performance and project management | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| ENVIRONMENT | | | | | | | |
| **14** | | (E.1) Creates a supportive environment by being responsive and accessible | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **15** | | (E.2) Demonstrates understanding and tact when communicating with stakeholders | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **16** | | (E.3) Fosters a safe environment where employees are positive, respectful, and understanding of individual differences | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| PROFESSIONALISM | | | | | | | |
| **17** | | (PRO.1) Engages in self-reflection and professional learning for continuous growth and expertise | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **18** | | (PRO.2) Collaborates and cultivates productive relationships with stakeholders to improve learning | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **19** | | (PRO.3) Approaches challenges and changes in a positive, problem-solving manner | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| **20** | | (PRO.5) Uses the Evaluate Davis system effectively (for LDE who supervises employees) | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | | Optional Comments: | | |
| **21** | | (PRO.5.a) Evaluation components completed during appropriate window (for LDE who supervises employees) | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | | Optional Comments: | | |
| **22** | | (PRO.5.b) Quality feedback is provided to employees through the evaluation system (for LDE who supervises employees) | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | | Optional Comments: | | |
| **23** | | (PRO.5.c) Evidence supports summative ratings of employees (for LDE who supervises employees) | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | | Optional Comments: | | |
| **24** | | (PRO.5.d) Follow through is consistently done for employees with “Ineffective” ratings or on “Plan of Assistance” (for LDE who supervises employees) | | | | | |
|  | | Not Applicable  Ineffective  Moderately Effective  Effective  Highly Effective | | | Optional Comments: | | |
| **25** | | Adheres to all department/school, district, and state policies and procedures with consistency. | | | | |
|  | | No (comments required)  Yes (comments optional) | | Comments: | | |
| **26** | | Commendations, Recommendations, Other: | | | | |
| SUMMATIVE EVALUATION CONFERENCE  To be completed with employee | | | | | | | |
| PROFESSIONAL GROWTH PLAN: | | | | | | |
| **27** | | Professional Development Review  Complete | | Optional Comments: | | |
| **28** | | Professional Contributions (please list)  Complete | | Comments: | | |
| **29** | | (PRO.4) Makes professional contributions to the district, state, and the larger arena of educational policy making | | | | | |
|  | | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | | |
| REVIEW OF GOALS | | | | | | |
| **Performance Goal #1** | | | No progress toward goal | | Progress made toward goal | Met goal |
| **Academic Goal #2** | | | No progress toward goal | | Progress made toward goal | Met goal |
| **Academic Goal** | | | No progress toward goal | | Progress made toward goal | Met goal |

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| *Employee Signature* | *Date* |  | *Supervisor Signature* | *Date* |