LICENSED DISTRICT EMPLOYEE

SUMMATIVE EVALUATION

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

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| SUMMATIVE EVALUATION PRE-CONFERENCETo 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 CONFERENCETo 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* |