

CLASSIFIED STAFF EVALUATION RUBRIC

Section 1: Initiative and Organization				
COMPONENT	LEVEL OF PERFORMANCE			
	DOES NOT MEET	DEVELOPING PROFICIENCY	PROFICIENT	EXCEEDS
1a: Prioritizes and organizes tasks effectively	A lack of planning for long range challenges and opportunities creates crises. Organization skills are unsatisfactory.	Requires support in planning and organizing for long-range challenges and in setting work goals and priorities. Occasionally monitors progress or adjusts. Organizational skills are inconsistent and may need support.	Usually anticipates long-range challenges and opportunities when setting work goals and priorities. Level of organization meets expectations for the position. Regularly monitors progress and adapts as necessary.	Consistently anticipates long-range challenges and opportunities when setting work goals and priorities. Organizes work to a level exceeding expectations and maximizes productivity. Always monitors progress and adapts as necessary.
1b: Completes work within time limits	Assigned tasks are rarely completed by expected deadlines. Priorities and structure are lacking, even with support. Employee does not adhere to a set schedule.	Occasionally completes assigned tasks in a timely and useful manner. Needs support to prioritize and structure day. Employee is beginning to adhere to a set schedule.	Usually prioritizes tasks and completes work on time. Prioritizes and structures day. Employee consistently adheres to a set schedule.	Consistently anticipates work needs and completes assigned tasks prior to deadlines. Interim components of the assignment are completed in advance of the projected time frame. Employee consistently adheres to a set schedule and makes suggestions to improve workflow efficiency.
1c: Displays initiative	Work is not completed without close supervision and direction. Tasks other than those directly assigned are either avoided or overlooked.	Completes assigned work with some direction. With supervision and direction, will perform other tasks when assigned work is completed.	Ability to accomplish tasks with little or no direction. When assigned work is completed does other tasks.	Able to self-monitor and direct. Alert to opportunities to improve methods and skills. When assigned work is completed, determines the next task to be done and does it.
Section 2: Communication and Interpersonal Skills				
COMPONENT	LEVEL OF PERFORMANCE			
	DOES NOT MEET	DEVELOPING PROFICIENCY	PROFICIENT	EXCEEDS
2a: Understands and follows instructions, and asks questions when needed	Instructions are not followed. Rarely listens carefully, rarely asks questions.	Shows some understanding and may follow some instructions. Occasionally listens carefully, may or may not ask questions when needed.	Understands and follows instructions. Listens carefully and asks questions when needed.	Consistently assists others to understand and follow instructions. Checks for understanding and anticipates questions needing answers.

2b: Responds to requests in a timely manner with complete information	Rarely responds to requests in a timely and complete manner.	Occasionally responds to requests in a timely and complete manner.	Responds to requests in a timely manner and provides complete information.	Anticipates requests and provides needed information before it is requested.
2c: Collaborates with others to complete tasks and solve problems	Rarely collaborates with others	Occasionally collaborates with others, but not as often as needed.	Usually collaborates with others to complete tasks and solve problems.	Initiates collaboration with others in order to complete tasks and solve problems.
2d: Communicates in an open, courteous, tactful and constructive manner using effective written and verbal communication skills	Rarely communicates with courtesy, tact, or in a constructive manner. Avoids open communication.	Communicates occasionally with courtesy, tact, and in a constructive manner. Occasionally avoids open communication.	Communicates with courtesy, tact, and in a constructive manner to all. Contributes to open communication.	Communicates with courtesy, tact, and in a constructive manner to all, even in the face of adversity. Initiates and maintains open communication.

Section 3: Job Performance

COMPONENT	LEVEL OF PERFORMANCE			
	DOES NOT MEET	DEVELOPING PROFICIENCY	PROFICIENT	EXCEEDS
3a: Performs job procedures and responsibilities	Rarely demonstrates understanding of assigned work and its impact on others. Significant assistance is needed to accomplish work assignments.	Occasionally demonstrates understanding of assigned work and its impact on others. Occasionally needs direction to accomplish assigned work.	Exhibits clear understanding of assigned work and its impact on others. Regularly accomplishes work assignments. When new procedures or processes are introduced, quickly learns them and begins efficient application.	Demonstrates deep understanding of assigned work and its impact on others. Work assignments are always completed on time and to very high standards. Takes initiative in seeking out and completing tasks without direction. Serves as a reliable resource to others regarding work processes and procedures. Strives to improve processes, procedures, and routines.
3b: Displays neatness, accuracy and skillfulness	Rarely produces work that meets quality expectations for neatness and accuracy. Work frequently needs to be redone	Inconsistently produces work that meets quality expectations for neatness and accuracy. Work occasionally needs to be redone	Produces work that meets quality expectations for neatness and accuracy. Work rarely needs to be modified	Consistently produces work of high quality, exceeding expectations for accuracy and detail. Work is completed accurately.

3c: Identifies and uses resources - including equipment and technology specific to the position - efficiently and effectively	Rarely uses and/or maintains equipment, technology and supplies efficiently or effectively.	Occasionally uses equipment, technology, and supplies to produce quality work.	Usually uses equipment, technology and supplies to produce quality work.	Skillfully uses equipment, technology and supplies to produce work of exceptional quality.
3d: Keeps appropriate records - including recording hours worked, sick time, etc.	Record keeping is usually late and/or incomplete. Does not enter sick/holiday hours accurately or at all. Does not complete timecards that accurately reflect work completed.	Maintains records, but not in a complete or timely manner. Does not enter sick/holiday hours in a timely manner. Does not complete timecards within the designated timeframe.	Keeps accurate and timely records as appropriate. Enters sick/holiday time with rare and unintentional errors. Completes timecards on-time and with minimal/rare errors.	Keeps complete, accurate and timely records as appropriate. Takes responsibility for devising and improving record-keeping systems. Enters all sick/holiday time accurately and on-time. Completes all timecards on-time and accurately each pay period.
3e: Works independently	Rarely works independently.	Occasionally works independently with little direct supervision.	Usually works independently with little direct supervision.	Works independently without direct supervision.
3f: Adapts to changes in job duties	Changes in job duties are met with resistance; suggestions to implement changes in responsibilities, methods, and procedures are ignored. Flexibility is not demonstrated in response to special circumstances.	Occasionally adapts to changes in job duties or accepts suggestions to implement changes in responsibilities methods and procedures. Occasionally demonstrates flexibility in order to accommodate special circumstances.	Readily adapts to changes in job duties. Accepts suggestions and takes steps to implement changes in responsibilities, methods and procedures. Demonstrates flexibility in order to accommodate special circumstances.	Responds confidently to the demands of work when confronted with change, adversity and other challenges.

Section 4: Professionalism/Follows District Policies and Safety Procedures

COMPONENT	LEVEL OF PERFORMANCE			
	DOES NOT MEET	DEVELOPING PROFICIENCY	PROFICIENT	EXCEEDS
4a: Attends work regularly and on time	Absences and/or tardiness are frequent and interfere with job performance. Proper notification of absence or lateness is not given. Leave and reporting procedures are not followed.	Absence and/or tardiness may interfere with job performance. Occasionally absent or tardy without proper notification. Inconsistently complies with leave and reporting procedures. Develops a pattern of use with sick leave and/or unpaid personal leaves.	Works within district attendance guidelines. Proper notification of absence or lateness is given. Appropriately and prudently uses leave, adhering to District leave policies.	Attends 100% of scheduled workdays excluding personal day, professional development, vacation and/or any leave designated in the employee's CBA. Leave and reporting procedures are followed.
4b: Exhibits professional demeanor appropriate to position	Lacks appropriate and professional demeanor.	Occasionally exhibits professional demeanor appropriate to position.	Exhibits professional demeanor appropriate to position.	Models professional demeanor.

4c: Exercises discretion and safeguards confidential information as appropriate to position	Rarely exercises discretion. Fails to safeguard confidential and privileged information.	Occasionally exercises discretion. Unreliably safeguards confidential and privileged information.	Regularly exercises discretion and safeguards confidential and privileged information.	Models discretion and reliably safeguards confidential and privileged information.
4d: Makes sound decisions under normal and unusual circumstances	Rarely makes sound decisions, anticipates needs, or uses good judgment.	Occasionally makes sound decisions, anticipates needs, and sometimes uses good judgment.	Makes sound decisions, anticipates needs, and usually uses good judgment.	Makes sound decision, anticipates needs, uses good judgment and assists or models for others the use of these skills.
4e: Demonstrates interest in personal professional development. Sets and achieves professional goals	Rarely participates in job-growth workshops and/or training opportunities. Professional goals are not set or achieved.	Occasionally participates in job-growth workshops and/or training opportunities. Occasionally sets and/or achieves professional goals.	Participates in job-growth workshops and/or training opportunities. Frequently sets and achieves professional goals.	Regularly participates in, and seeks out, job-growth workshops and/or training opportunities. Sets both long- and short-term professional goals that are measurable, self-monitored and achieved with regularity.
4f: Treats all persons with respect and civility, values diversity, and resolves conflicts professionally	Rarely treats people with respect and civility, fails to value diversity, and may promote rather than resolve conflicts. Professional and public relationships are neither developed nor maintained.	Inconsistently treats people with respect and civility, does not always value diversity. Inconsistently develops and maintains professional relationships with colleagues and the public.	Usually treats all people with respect and civility, values diversity, and resolves conflicts professionally. Usually develops and maintains professional relationships with colleagues and the public.	Consistently treats all people with respect and civility, values diversity, and resolves conflicts professionally. Consistently develops and maintains professional relationships with colleagues and the public.
4g: Shares job knowledge and experience to promote department's overall efficiency and productivity	Rarely shares job knowledge and experience with others in order to promote overall efficiency and productivity.	Occasionally shares job knowledge and experience with others in order to promote overall efficiency and productivity.	Shares job knowledge and experience with others in order to promote overall efficiency and productivity.	Models sharing job knowledge and experience with others in order to promote overall efficiency and productivity.
4h: Applies appropriate district, building and departmental policies procedures and work rules, including safety practices	Does not understand and/or follow district, building and department policies, procedures and work and safety practices and does not seek out information.	Understands and occasionally follows district, building and department policies, procedures and work and safety practices.	Understands and routinely follows district, building and department policies, procedures and work and safety practices.	Understands and models district, building and department policies, procedures and work and safety practices.