# MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT



Human Resources Department and Legal Counsel

1101 S. Raisinville Road

Monroe, Michigan 48161

734-242-5799

##### PERFORMANCE EVALUATION GSRP TEACHERS:

Employee Name:      Department:

Job Title:      Hire Date:

## Date of Review:      Date of Last Review:

◆Evaluations are to be completed by June 1st◆

**PART I:** ***Definition of terms used****:*

**Very Good Performance**: Consistently meets and frequently exceeds expected levels of performance.

**Good Performance**: Meets and occasionally exceeds established standards.

**Needs Improvement**: Sometimes meets established standards but lacks consistency; seldom exceeds and often falls short of desired results.

**Unsatisfactory Performance**: Seldom meets established standards

**PART II:** ***Following are the abilities and characteristics that contribute to your job performance****.*

# Knowledge of Assigned Responsibilities

Demonstrates knowledge of job functions and related job functions.

Demonstrates knowledge of pertinent policies and procedures.

[ ] Very Good Performance [ ] Good Performance [ ] Needs Improvement

[ ] Unsatisfactory Performance

Narrative:

# Interpersonal Relationships

Develops ongoing communication with assigned staff.

Works professionally and positively with peers and other staff.

Maintains an awareness of the general climate and of the working relations of assigned personnel and works to maintain a positive working environment.

[ ] Very Good Performance [ ] Good Performance [ ] Needs Improvement

[ ] Unsatisfactory Performance

Narrative:

# Delegation and Supervision

Demonstrates ability to direct others in accomplishing work, effectively selects and motivates staff, encourages career development for staff and does timely evaluations for staff.

[ ] Very Good Performance [ ] Good Performance [ ] Needs Improvement

[ ] Unsatisfactory Performance

Narrative:

# Professional Development

Keeps professional knowledge up to date and seeks to increase job knowledge through additional course work, seminars, and reading.

Demonstrates ability to apply new information to enhance effectiveness on the job.

[ ] Very Good Performance [ ] Good Performance [ ] Needs Improvement

[ ] Unsatisfactory Performance

Narrative:

# Judgement, Critical Thinking and Decision Making

Effectively analysis problems, determines appropriate action for solutions and exhibits timely and decisive action.

[ ] Very Good Performance [ ] Good Performance [ ] Needs Improvement

[ ] Unsatisfactory Performance

Narrative:

# Quality and Quantity of Work

Completes assignments with thoroughness and accuracy.

Demonstrates ability to manage several responsibilities simultaneously.

Demonstrates willingness and ability to carry a fair share of the workload.

[ ] Very Good Performance [ ] Good Performance [ ] Needs Improvement

[ ] Unsatisfactory Performance

Narrative:

# Integrity

Represents self and situations honestly; understands and maintains confidentiality.

[ ] Very Good Performance [ ] Good Performance [ ] Needs Improvement

[ ] Unsatisfactory Performance

Narrative:

# Dependability

Monitors projects and exercises follow-through, adheres to time frames and is on time for meetings and appointments.

[ ] Very Good Performance [ ] Good Performance [ ] Needs Improvement

[ ] Unsatisfactory Performance

Narrative:

# Flexibility and Initiative

Adapts to change, accepts new ideas and approaches to work, responds appropriate to criticism and to suggestions for work improvement.

Is a self-starter, seeks and assumes greater responsibility, monitors projects independently and follows through appropriately.

[ ] Very Good Performance [ ] Good Performance [ ] Needs Improvement

[ ] Unsatisfactory Performance

Narrative:

### OVERALL RATING OF EMPLOYEE FOR THIS EVALUATION PERIOD

### (*This is to rate overall performance and is not simply an average of the above ratings*.)

[ ] Very Good Performance [ ] Good Performance [ ] Needs Improvement

[ ] Unsatisfactory Performance

Narrative:

###### PART III: GOALS

***Following are the goals established by you and your supervisor for the next rating period.***

Goals

1.

2.

3.

*Your signature indicates that you have received a copy of this evaluation and discussed it with your supervisor. Your signature does not represent agreement with the evaluation. If you choose to respond in writing to the evaluation, you have five (5) business days to do so and your written response will be attached to the evaluation.*

Employee's Signature DATE

Evaluating Supervisor's Signature DATE

Received by Human Resources: Date:

**DISTRIBUTION:**

Original: Human Resources – Employee File

Copy: Supervisor
 Employee