

Name _____

Evaluation Period _____

Position _____

Department/campus _____

Evaluator _____

Title _____

Rating scale:	O	Outstanding	Performance significantly exceeds expectations
	E	Exceeds expectations	Performance exceeds expectations
	M	Meets expectations	Performance meets expectations
	I	Improvement indicated	Performance is below expectations
	U	Unsatisfactory	Performance does not meet expectations

Directions: Use the following descriptors to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (O) outstanding, (I) improvement indicated, or (U) unsatisfactory.

Rating	General responsibilities and skills
_____	<p>Performance area: School and community relations</p> <ul style="list-style-type: none"> • Participates in school and community activities. • Works cooperatively with others. • Demonstrates knowledge of district policies and procedures. • Participates in meetings, training, and special events. • Follows appropriate lines of authority. • Adheres to state, district, and campus policies, regulations, and procedures. <p>Comments:</p>
_____	<p>Performance area: Planning and organization</p> <ul style="list-style-type: none"> • Sets goals with supervisor. • Completes tasks in a timely and accurate manner. • Keeps records organized, up-to-date, and accurate. • Disseminates information on a timely and periodic basis. <p>Comments:</p>

_____	<p>Performance area: Communication</p> <ul style="list-style-type: none"> • Communicates in a clear, effective, and informative manner. • Writes and speaks in an understandable and organized manner. • Communicates role and program related to the district's mission and goals. • Promotes positive interactions with the community . <p>Comments:</p>
-------	--



	<p>Performance area: Job knowledge and skills</p> <ul style="list-style-type: none"> • Demonstrates knowledge of job requirements. • Bases recommendations and decisions on data, knowledge, and experience. • Provides leadership and direction for improvement in areas of responsibility. • Evaluates and analyzes results to determine effectiveness. • Uses innovations and current developments in areas of responsibility. <p>Comments:</p>
	<p>Performance area: Professional growth and development</p> <ul style="list-style-type: none"> • Participates in self-evaluation. • Cooperatively sets goals that reflect feedback from evaluation process. • Seeks self-improvement ideas. <p>Comments:</p>
	<p>Specialized responsibilities and skills</p>
	<p>Performance area: Effectively develops and plans the 21st Century Program to meet identified needs</p> <ul style="list-style-type: none"> • Plan, develop, implement and evaluate programs, services and activities for the site in cooperation with the campus principal and grant project director. • Establish programs, activities that prepare youth for success, promoting safety of members and quality in programs at all times. • Recruits youth based on needs and develops programs that meet youth’s needs. • Create a club environment that facilitates the achievement of Youth Development Outcomes. • Plan, develop, implement and evaluate programs, services and activities for site. <p>Comments:</p>

	<p>Performance area: Demonstrate proficiency in gathering data, financial documentation, creating appropriate reports, and submitting required documentation to the Texas Education Agency</p> <ul style="list-style-type: none"> • Maintains current and accurate student data as required by Texas Education Agency in the Tx21stStudentTracking system. • Complete required reports as required by TEA and/or project director. • Manages site budgets and follows district purchasing and inventory policies. • Makes accommodations to work with TEA’s Technical Assistance Coach, Monitoring staff, and external evaluator. <p>Comments:</p>
--	--



	<p>Performance area: Provide appropriate leadership and supervision to the implementation of the 21st Century Program.</p> <ul style="list-style-type: none"> • Participates in interviews for hiring of part-time teachers and/or enrichment instructors and recommends to project director. • Supervise the performance of teachers, hourly enrichment instructors, and community-based organizations/partner staff hired to serve ACE students. • Assists in all ACE and/or school related special programs and/or events as assigned. • Actively recruit students who are recommended for the program by teachers, counselors, and administrators. • Demonstrate flexibility and ability to manage situations of ambiguity, including helping monitor and supervise students during the after-school hour program or special events. • Maintains a professional behavior that reflects a good role model for youth and co-workers. <p>Comments:</p>
	<p>Performance area: Demonstrates efficiency in providing services to students, parents, school staff and the community.</p> <ul style="list-style-type: none"> • Develop and maintain positive public relations for the school district and ACE program. • Develop partnerships with parents, community leaders and organizations. • Maintain daily contact with principal, teachers, after-school staff to discuss issues, challenges and opportunities. • Provide and receive information as warranted that helps improve the program services • Provide guidance and discipline to students. • Meet weekly or as needed with District Grant Project Director. <p>Comments:</p>
	<p>Performance area:</p>
<p>Performance goals</p>	
<p>General comments</p>	

<p>Employee comments</p>
<p>Overall performance rating (check one)</p> <p> <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Indicated <input type="checkbox"/> Unsatisfactory </p>



This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.			
_____ Employee signature	_____ Date	_____ Evaluator signature	_____ Date
		_____ Reviewer signature	_____ Date

