

CLAS Support Staff Evaluation Form

Employee's Name: _____ Date of Evaluation: _____
 Position: _____ Time in Position: _____ Supervisor: _____

Description of Responsibilities:

Evaluation Rubric: Supervisor's Rating

	4 Exceptional Performance	3 Good Performance	2 Mediocre Performance	1 Unacceptable Performance	Not Observed	Total Score
Quality of Interaction with Students	Consistently interacts with students in a positive yet assertive manner without direct supervision	Usually interacts with students in a positive yet assertive manner	Occasionally interacts with students in a negative, passive, and/or aggressive manner	Often interacts with students in a negative, passive, and/or aggressive manner		
Dependability	Consistently completes expected duties without reminders	Completes expected duties	Completes expected duties with some reminders	Does not consistently complete expected duties even with reminders		
Initiative	Consistently is a self-starter requiring no direct supervision	Usually is a self-starter with some external motivation	Occasionally is a self-starter but requires external motivation	Rarely or never is a self-starter even with external motivation		
Dress/Attire	Consistently comes to work in clothing that is appropriate for position and work with student age group without reminders	Usually comes to work in clothing that is appropriate for position and work with student age group	Occasionally comes to work in clothing that is inappropriate for position and work with student age group	Often comes to work in clothing that is inappropriate for position and work with student age group		
Punctuality	Consistently comes to work on-time and is in assigned posts on-time without reminder	Usually comes to work on-time and is in assigned posts on-time without reminder	Occasionally comes to work late and/or is late to assigned posts	Often comes to work late and/or is late to assigned posts		
Quality of Interaction with CLAS Staff	Consistently demonstrates professional interactions with CLAS staff without reminders	Usually demonstrates professional interactions with CLAS staff without reminders	Occasionally demonstrates unprofessional interactions with CLAS staff	Often demonstrates unprofessional interactions with CLAS staff		
Adherence to CLAS Policies and Procedures	Consistently follows CLAS policies and procedures without reminders	Usually follows CLAS policies and procedures without reminders	Occasionally does not follow CLAS policies and procedures	Often does not follow CLAS policies and procedures		
Quality of Interaction with Parents/Care Providers	Consistently demonstrates professional interactions with parents and care providers without reminders	Usually demonstrates professional interactions with parents and care providers without reminders	Occasionally demonstrates unprofessional interactions with parents and care providers	Often demonstrates unprofessional interactions with parents and care providers		
Behavior Management of Students	Consistently demonstrates the ability to manage students independently	Usually demonstrates the ability to manage students independently	Occasionally demonstrates the inability to manage students independently	Often demonstrates the inability to manage students independently		
Exceptional Performance = 32-36 points	Good Performance = 28-31 Points	Mediocre Performance = 25-27 Points	Unacceptable Performance = 0-24 points	Overall Score		points

Evaluation Rubric: Self-Rating

	4 Exceptional Performance	3 Good Performance	2 Mediocre Performance	1 Unacceptable Performance	Not Observed	Total Score
Quality of Interaction with Students	I consistently interact with students in a positive yet assertive manner without direct supervision.	I usually interacts with students in a positive yet assertive manner.	I occasionally interact with students in a negative, passive, and/or aggressive manner.	I often interacts with students in a negative, passive, and/or aggressive manner.		
Dependability	I consistently complete expected duties without reminders.	I complete expected duties.	I complete expected duties but with some reminders.	I do not consistently complete expected duties even with reminders.		
Initiative	I consistently am a self-starter requiring no direct supervision.	I usually am a self-starter but with sometimes need external motivation.	I occasionally am a self-starter but I require much external motivation.	I rarely or never is a self-starter even with external motivation.		
Dress/Attire	I consistently come to work in clothing that is appropriate for my position and the student age group with whom I work.	I usually come to work in clothing that is appropriate for my position and the student age group with whom I work.	I occasionally come to work in clothing that is inappropriate for my position and the student age group with whom I work.	I often come to work in clothing that is inappropriate for my position and the student age group with whom I work.		
Punctuality	I consistently come to work on-time and am in my assigned posts on-time without reminder.	I usually come to work on-time and am in assigned posts on-time without reminder.	I occasionally come to work late and/or am late to assigned posts.	I often come to work late and/or am late to assigned posts.		
Quality of Interaction with CLAS Staff	I consistently demonstrate professional interactions with CLAS staff without reminders.	I usually demonstrate professional interactions with my fellow CLAS staff without reminders.	I occasionally demonstrate unprofessional interactions with my fellow CLAS staff.	I often demonstrate unprofessional interactions with my fellow CLAS staff.		
Adherence to CLAS Policies and Procedures	I consistently follow CLAS policies and procedures without reminders.	I usually follow CLAS policies and procedures without reminders.	I occasionally do not follow CLAS policies and procedures.	I often do not follow CLAS policies and procedures.		
Quality of Interaction with Parents/Care Providers	I consistently demonstrate professional interactions with parents and care providers without reminders.	I usually demonstrate professional interactions with parents and care providers without reminders.	I occasionally demonstrate unprofessional interactions with parents and care providers.	I often demonstrate unprofessional interactions with parents and care providers.		
Behavior Management of Students	I consistently demonstrate the ability to manage students independently.	I usually demonstrate the ability to manage students independently.	I occasionally demonstrate the inability to manage students independently.	I often demonstrate the inability to manage students independently.		
Exceptional Performance = 32-36 points	Good Performance = 28-31 Points	Mediocre Performance = 25-27 Points	Unacceptable Performance = 0-24 points	Overall Score		points

Summary:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____