



Maya Angelou Public Charter School
Professional Staff Performance Evaluation Form
for performance during _____ calendar year

To be completed by the Principal:

Name	Supervisor	Date
Department	Number of Years at MAPCS	
Job Title	Department	

Common Expectations

Evaluation of Common Expectations

Initiative	Exceeds	Meets	Needs Improvement
<ul style="list-style-type: none"> • Anticipates and performs tasks before being asked • Finds ways to do more with less • Identifies better ways of performing the job • Makes maximum use of available resources • Recognizes what needs to be done and does it • Serves as a goodwill ambassador 			

Comment:

Flexibility	Exceeds	Meets	Needs Improvement
<ul style="list-style-type: none"> • Accepts changes without complaint • Accepts criticism and feedback • Can see how the job fits into the “big picture” • Open to change • Successfully manages multiple priorities • Willing to try new ideas and approaches • Willing to work evenings / weekends when necessary 			

Comment:

Capabilities	Exceeds	Meets	Needs Improvement
<ul style="list-style-type: none"> • Displays mastery of all aspects of the job • Engages in self-development to expand capabilities • Learns from mistakes rather than repeating them • Quickly learns new procedures and technologies • Understands the operations of other departments • Writes and speaks clearly 			

Comment:

Student Focus	Exceeds	Meets	Needs Improvement
<ul style="list-style-type: none"> • Is accessible to service recipients during prescribed hours • Displays a personal interest in students • Identifies the unique needs of students • Says “no” nicely, when necessary • Responds to requests promptly • Follows through to assure service recipients’ needs are met • Maintains confidentiality 			

Comment:



Teamwork Exceeds Meets Needs Improvement

- Collaborates with colleagues
- Consults others about decisions affecting them
- Has a “we” rather than an “I” focus
- Keeps others informed about progress and changes
- Moderates disagreements and resolves differences
- Returns calls and email messages promptly
- Serves on campus task forces and committees
- Volunteers to back-up other staff

Comment:

Self-Management Exceeds Meets Needs Improvement

- Anticipates obstacles and plans effectively
- Displays ethical behavior
- Manages own work effectively
- Meets deadlines
- Produces accurate output that does not need to be checked
- Works without close supervision

Comment:

Decision Making Exceeds Meets Needs Improvement

- Defines problems or decision goals clearly
- Displays original (out of the box) thinking
- Evaluates alternatives and their consequences carefully
- Follows-up to evaluate the effectiveness of decisions
- Involves appropriate others in the decision making process
- Reaches sound conclusions supported by evidence and logic
- Takes timely action

Comment:

Interpersonal Relationship Exceeds Meets Needs Improvement

- Avoids and resolves conflicts
- Calms others when they are upset
- Exercises tact and diplomacy
- Gains the confidence and trust o others
- Has a positive impact on others
- Relates to people at all levels and of all backgrounds
- Treats others with dignity and respect

Comment:

Leadership Exceeds Meets Needs Improvement

- Displays enthusiasm for assignments
- Exercises emotional control
- Guides others through change and ambiguity
- Guides others toward common goals
- Presents a positive image of MAPCS and the campus
- Serves as a role model for other staff

Comment:



Critical Performance Factors

FOR PRINCIPAL

The following are examples of general performance factors that may be considered during the performance management. The purpose is to facilitate communication between the principal and non-classroom employee about important aspects of the position. While setting standards and objectives, **the principal should check the factors, which apply to the person being evaluated, and have a discussion around what each factor means. At the following review date, the principal should comment on each checked factor.**

Factor Checklist:

Planning / Organization:

Meets objectives through proper use of resources

Comment

Problem solving / judgment:

Anticipates and analyzes problems clearly and determines appropriate solutions or alternatives.
Evaluates results and takes proper actions.

Comment

Decision Making:

Implements sound decisions or timely actions based on available data.

Comment

Time Management:

Efficiently plans and prioritizes time and resources to improve productivity.

Comment

Communications:

Speaks and writes clearly and concisely; makes effective presentation; listens well.

Comment

Punctuality:

Is dependable and has good attendance.

Comment

Knowledge:

Has job knowledge and skills required to carry out job related duties; understanding of applicable company and department policies. Keeps current on industry trends.

Comment

Quality / Productivity:

Focuses on quality product to increase personal and organization effectiveness; examines and improves processes related to job responsibilities.

Comment

Teamwork:

Cooperates within and across units: Builds and maintains productive working relationships with superiors and peers

Comment

Student Focus:

Relates effectively and diplomatically with employees, students and community; presents professional image to customers; makes students/parents feel valued; is responsive to parents' needs in terms of timeliness and ability to service.

Comment

Displays Vision:



Incorporates shared vision in workplace and respective responsibilities

Comment

Creativity:

Generates new ideas and finds original approaches; encourages others to do so

Comment

Additional Factors for Supervisors

Coaches / counsels, evaluates staff

Enables and empowers staff; provides appropriate opportunities for growth

Encourages teamwork and group achievement

Identifies areas for and supports employee development opportunities

Leads change / achieves support for objectives

Strives to achieve diverse staff at all levels

Understands diversity issues and creates supportive environment for diverse employees

Comments:



Professional Staff Performance Management Form

NON- CLASSROOM EMPLOYEE SELF REVIEW

FOR EMPLOYEE COMPLETION Please complete this worksheet in preparation for your performance management discussion with your supervisor. Your completed worksheet may be given to your supervisor prior to or during the review discussion.

1. List what you believe were the key elements of your job during the past year.
2. Identify the special contributions you feel you have made to your department during the last year.
3. Please list any notable obstacles you encountered in accomplishing your job responsibilities.
4. What areas do you need or want to develop in the next year?
5. Please describe an action plan, including timelines and possible assistance from your supervisor that would help you achieve these goals.

Please include any additional information which you wish to have considered in the performance management review.

Employee's Signature:

Date:

First Line Supervisor's Signature:

Date:

Managerial Signature:

Date:

Human Resources Signature:

Date:

Principal's Signature:

Date:



**Professional Staff Performance Management Form
Goals Planning Worksheet**

FOR EMPLOYEE COMPLETION

Identify job-related goals that are specific to this position for the coming year.

Identify goals that are supportive of the unit's strategic plan. Goals are most effective when accompanied by timelines and/or due dates.

Job-Related Goals	Performance Standards	Timelines /	Due Dates
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Comments:

Identify specific strategies to meet professional development goals for the coming year.

Professional Development Goals	Performance Standards	Timelines/Due Dates
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Comment Section:

Employee Comments:

Supervisor's Comments:

Managerial Comments:

Human Resources Comments:

Principal's Comments:

Signatures:

Employee's Signature:

Date:

First Line Supervisor's Signature:

Date:

Managerial Signature:

Date:

Human Resources Signature:

Date:

Principal's Signature:

Date:

