



# Maya Angelou Public Charter School

## Non Classroom Evaluation Form

Employee Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
School/Department: \_\_\_\_\_  
Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Key: *S* = Meets or Exceeds Standard; *NI* = Needs Improvement; *U* = Unsatisfactory.  
(Mark applicable indicators for any *NI* or *U* rating only. It is not necessary to mark indicators for *S* rating.)

1. \_\_\_\_\_ **Demonstrates Job Knowledge**

- \_\_\_\_\_ Demonstrates knowledge of all aspects of position.
- \_\_\_\_\_ Demonstrates ability to perform job responsibilities
- \_\_\_\_\_ Effectively applies position knowledge to enhance performance.
- \_\_\_\_\_ Cares for and uses equipment properly.
- \_\_\_\_\_ Identifies and uses all available resources.

2. \_\_\_\_\_ **Demonstrates Job Competence**

- \_\_\_\_\_ Completes assigned tasks accurately.
- \_\_\_\_\_ Organizes work.
- \_\_\_\_\_ Manages time efficiently.
- \_\_\_\_\_ Meets deadlines for tasks assigned.
- \_\_\_\_\_ Practices safe work habits.
- \_\_\_\_\_ Stays on task and is productive.
- \_\_\_\_\_ Follows department instructions and guidelines.
- \_\_\_\_\_ Maintains confidentiality.
- \_\_\_\_\_ Independently seeks and assumes responsibility for additional tasks.
- \_\_\_\_\_ Seeks new and/or improved ways to complete tasks.
- \_\_\_\_\_ Plans ahead to prevent crisis situations.

3. \_\_\_\_\_ **Maintains Effective Working Relationships and Environment**

- \_\_\_\_\_ Exhibits positive attitude and actions.
- \_\_\_\_\_ Is flexible/adaptable to change.
- \_\_\_\_\_ Is respectful and considerate of others.
- \_\_\_\_\_ Accepts direction.
- \_\_\_\_\_ Is punctual.
- \_\_\_\_\_ Has regular and predictable attendance.
- \_\_\_\_\_ Functions effectively as a team member.
- \_\_\_\_\_ Displays positive role model behavior to students, peers, and other staff.
- \_\_\_\_\_ Responds positively to constructive feedback.
- \_\_\_\_\_ Demonstrates courtesy, effectiveness, and efficiency in providing customer service.

4. \_\_\_\_\_ **Professional Growth and Development**

- \_\_\_\_\_ Identifies ways to continually improve performance.
- \_\_\_\_\_ Participates in learning opportunities.
- \_\_\_\_\_ Actively participates in cross training, if applicable.
- \_\_\_\_\_ Recognizes when assistance is needed and requests it.

**Evaluator Comments:** (attach an additional sheet if necessary.)

**Recommended for Continued Employment if available:** \_\_\_\_ Yes \_\_\_\_ Growth Plan \_\_\_\_ No

***A recommendation for continued employment does not change your employment-at-will status. (See handbook for more information.)***

This is a confidential report, and the confidential nature of this report is to be respected by all parties. A signature on this report does not necessarily mean that the employee agrees with the opinions expressed but indicates that he/she has read the report and has had an opportunity for discussion with the evaluator. A copy will be placed in the employee's official personnel file. An employee may add a written response to this evaluation within ten (10) working days of receiving his/her copy of the Evaluation Form.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Send the original to MAPCS/SFF. Make copies for the Evaluator and the Employee.