

ANAHEIM CITY SCHOOL DISTRICT
Human Resources Department

SPECIAL ASSIGNMENT PERSONNEL PERFORMANCE EVALUATION

Name: _____ School/Location: _____

Position: _____ Status: Temporary Probationary Tenured

Special Programs: _____

- 1 Performance meets District standards
*2 Performance does not meet District standards

		1	*2
I.	Professional Duties		
	1. Communicates effectively with parents, staff, and community members through verbal and written means.	<input type="checkbox"/>	<input type="checkbox"/>
	2. Maintains professional competence through participation in staff development activities and self-selected professional growth activities.	<input type="checkbox"/>	<input type="checkbox"/>
	3. Organizes and prioritizes tasks in a way that is effective and anticipates future requirements.	<input type="checkbox"/>	<input type="checkbox"/>
	4. Is punctual and reliable.	<input type="checkbox"/>	<input type="checkbox"/>
	5. Evaluates programs and practices effectively.	<input type="checkbox"/>	<input type="checkbox"/>
	6. Maintains accurate and correct records as required.	<input type="checkbox"/>	<input type="checkbox"/>
II.	Supervision of Instruction		
	1. Keeps abreast of current developments in areas appropriate to assignments.	<input type="checkbox"/>	<input type="checkbox"/>
	2. Accepts responsibility for individual performance and delegated programs.	<input type="checkbox"/>	<input type="checkbox"/>
III.	Personal Characteristics		
	1. Projects a supportive, constructive, and professional attitude.	<input type="checkbox"/>	<input type="checkbox"/>
	2. Deals effectively with conflict situations.	<input type="checkbox"/>	<input type="checkbox"/>
	3. Is flexible in responding to changing requirements and job assignments.	<input type="checkbox"/>	<input type="checkbox"/>
	4. Completes responsibilities and assignments within designated timelines.	<input type="checkbox"/>	<input type="checkbox"/>
	5. Maintains a cooperative working relationship with colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
IV.	General Characteristics		
	1. Complies with all working procedures, District and/or department.	<input type="checkbox"/>	<input type="checkbox"/>
	2. Respects confidentiality of District and school information and personnel.	<input type="checkbox"/>	<input type="checkbox"/>
	3. Maintains high standards of ethics, honesty, and integrity.	<input type="checkbox"/>	<input type="checkbox"/>
V.	Future Goals/Summary Statement		

RECOMMENDATION: Continue Assignment Assignments subject to stated improvements.

Employee's Signature

Date

Principal's/Supervisor's Signature

*Form IA, "Improvement Addendum," must be completed for any items marked in Column 2.