

CLASSIFIED MANAGEMENT
PERFORMANCE OBJECTIVES PLAN
PART II - Goal Reflection and Summary

Name:	Site/Location:
Position:	School Year:
Status (check one) <input type="checkbox"/> Permanent <input type="checkbox"/> Probationary	

PERFORMANCE EXPECTATIONS

- Job Skills & Knowledge:** Demonstrates proficiency of essential functions as outlined in the job description; utilizes appropriate tools in carrying out assigned duties and responsibilities; incorporates feedback and training regularly to enhance job performance.
- Quality/Quantity of Work:** Performs all required duties consistently, efficiently and in a timely manner; seeks methods to improve productivity and pays attention to detail; shows initiative and employs necessary and job-appropriate tools to carry out assigned tasks.
- Communication:** Engages and actively listens to all contributors; retains, relays and effectively presents clear information in written, verbal, and non-verbal forms; communicates professionally when using various types of District communication tools.
- Problem Solving:** Demonstrates the ability to identify problems and develop solutions in a timely and efficient manner; assists in the identification and implementation of solutions to job-related issues; utilizes various strategies to resolve identified problems.
- Customer Service:** Listens and responds positively to customer needs; serves all constituents while building strong relationships; responds in a prompt and friendly manner to requests and inquiries.
- Judgment:** Exercises sound, professional judgment in making decisions; performs duties while promoting a safe and accident-free environment; responds calmly in stressful situations while following laws, policies, and procedures.
- Working Relationships:** Builds professional rapport with colleagues, supervisors, District staff and all other community members; confers with others in a professional and productive manner; is receptive to feedback from others.
- Professional Work Habits:** Maintains professional standards of dress and grooming; presents an image consistent with their job responsibilities and assignment; dresses and grooms in a manner that is conducive to the health and/or safety of themselves and/or others.
- Attendance and Punctuality:** Arrives for and leaves the designated work location, as identified by his or her supervisor, at the assigned times; adheres to and completes assigned work on schedule; uses available and permissible leaves in an appropriate manner.

GOALS

Professional Growth Goal:

Professional Growth Goal Objectives and Data Analysis:

Did you make progress towards this goal or meet this goal? What strategies did you use? What date did you use to measure progress? Please include the evidence you collected.

Site/Department Goal:

Site/Department Goal Objectives and Data Analysis:

Did you make progress towards this goal or meet this goal? What strategies did you use? What date did you use to measure progress? Please include the evidence you collected.

District Goal:

District Goal Objectives and Data Analysis:

Did you make progress towards this goal or meet this goal? What strategies did you use? What date did you use to measure progress? Please include the evidence you collected.

END OF YEAR REFLECTION

Reflect on your year as a classified manager. What went well this year? What were your challenges? What are you planning to carry over into next year?

Evaluatee Signature - Date

Evaluator Signature - Date