

CLASSIFIED MANAGEMENT
PERFORMANCE OBJECTIVES PLAN
PART I - Initial Goals

Name:	Site/Department:
Position:	School Year:

PERFORMANCE EXPECTATIONS

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.
9. **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:

Please remember to write the goal as a S.M.A.R.T. goal ensuring you have a specific goal, clear strategies to meeting the goal, and naming the data used to measure progress. Please include what evidence you will collect.

Site/Department Goal:

Please remember to write the goal as a S.M.A.R.T. goal ensuring you have a specific goal, clear strategies to meeting the goal, and naming the data used to measure progress. Please include what evidence you will collect.

District Goal:

Please remember to write the goal as a S.M.A.R.T. goal ensuring you have a specific goal, clear strategies to meeting the goal, and naming the data used to measure progress. Please include what evidence you will collect.

Evaluatee Signature - Date

Evaluator Signature - Date