



Performance Appraisal Report

		Executive Council
Name:	Title:	Location:
Reports to:	Title:	Date of Appraisal:

Core Competencies	Rating Scale				Comments/Evidence
	U	MP	S	HS	
<p>Personal Leadership Demonstrates the knowledge, skills, values and motivations to function successfully in his/her role.</p> <ul style="list-style-type: none"> ➤ A System Leader Builds Trust by accepting responsibility for personal and team actions, by demonstrating personal integrity, and by maintaining perspective and balance. ➤ A System Leader Models Continuous Professional Development by planning and carrying out a program of personal professional development strategies based on a diagnosis of skills, knowledge, attitudes and personal needs and consideration of the present and future work context. ➤ A System Leader Fosters Continuous Professional Development In Others by sharing his/her expertise and by providing specific feedback based on observations and data, and by identifying and coaching prospective school leaders. 					

Interpersonal Leadership

Demonstrates the skills and practices to work effectively with others.

- A System Leader **Builds Win-Win Relationships** by listening carefully to people's views, needs, and wants, by focusing on the issues rather than personalities, and by striving for solutions which create positive results and respect for all.
- A System Leader **Fosters Teams and Teamwork** by coordinating communication efforts, by developing an environment in which people feel included, and by organizing teams to maximize the contributions of all team members.
- A System Leader **Values Diversity** by fostering a working-learning environment that is inclusive for all and by addressing with sensitivity the issues, interests and needs of diverse groups.

Organizational Leadership

Organizes and manages work efficiently and effectively:

- A System Leader **Facilitates Action** by ensuring that initiatives are aligned with the vision and values of the organization, by using data to guide and adjust action plans, by ensuring that people know their roles, responsibilities and timeline commitments.
- A System Leader **Makes Decisions Judiciously** by using data in establishing priorities and making decision, by seeking additional information when necessary, by communicating decisions to those affected, and by considering the implications of actions.
- A System Leader **Ensures Accountability** by clearly articulating standards and expectations for individual and team performance, by collecting data, and by reporting progress on results.
- A System Leader **Contributes to a Positive and Healthy Work Environment** by initiating and participating in healthy workplace activities.

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<p>Instructional Leadership/Service Leadership Demonstrates proficiency in work related tasks:</p> <ul style="list-style-type: none"> ➤ A system Leader Plans Strategically for the success of all students by collaboratively developing and articulating a clear vision of the future and by facilitating the achievement of that vision through long-range planning ➤ A System Leader Encourages Innovation and Improvement by continuously seeking more effective ways of accomplishing the mission and vision of the organization, by seeking creative approaches to deal with problems, and by encouraging others who are implementing improvement initiatives. ➤ A System Leader Supports Student Learning by clearly articulating the organization's expectations for high achievement for all learners, by ensuring that planning priorities and resources support classroom learning, and by celebrating learning. ➤ A System Leader Fosters Service Excellence by determining client needs and ensuring systems and processes are in place to address them. 				
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Overall Rating:

- Unsatisfactory**

 Making Progress

 Successful

 Highly Successful

<p>Employee Summary Comments (Optional):</p>	<p>Supervisor Summary Comments and Suggestions for Growth:</p>
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Employee Acknowledgement
(Acknowledging receipt of Report)

Supervisor's Signature

<p>Rating Scale:</p>	<p>Unsatisfactory - Employee is not meeting expected performance standards and needs to make significant improvement in job performance – regardless of reason, lack of desired achievement during review period.</p>	<p>Making Progress - Employee is moving toward meeting expected performance standards – improvement needed in some areas – expect success in near future.</p>	<p>Successful - Employee consistently completes job assignments as expected in terms of quality and schedule – solid, fully competent in aspects of job.</p>	<p>Highly Successful - Employee consistently goes beyond job requirements – evidence external and internal to the Board.</p>
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Copies: **Original – H.R. File** **Copy – Immediate Supervisor** **Copy - Employee**