



ANDERSON UNION HIGH SCHOOL DISTRICT NON-INSTRUCTIONAL CERTIFICATED EMPLOYEE EVALUATION

Employee: _____ School Year: _____

Assignment: _____ Date: _____

Rating:
(NI and/or U requires justification) **M** = Meets or exceeds criteria **U** = Unsatisfactory
NI = Needs improvement **NA** = Not applicable/not observed

1.	ENGAGES AND SUPPORTS ALL STUDENTS	Rating	Commendations / Recommendations / Evidence
1.1	Acts as an advocate for students and provides resources to respond to student's diverse needs		
1.2	Supports the overall vision and mission of the school		
1.3	Encourages students to utilize resources to resolve personal and social problems which affect learning		
1.4	Assists the Department in providing a comprehensive student support services program		

2.	SUPPORTS EFFECTIVE ENVIRONMENTS FOR STUDENTS	Rating	Commendations / Recommendations / Evidence
2.1	Assists in establishing a climate that promotes fairness, respect, and responsibility		
2.2	Demonstrates organizational skills and efficiency		
2.3	Consults and collaborates with parents, students, teachers and/or other staff to support student learning		
2.4	Demonstrates the ability to work effectively as a team member		



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3.	DESIGNS SUPPORT SERVICES FOR ALL STUDENTS	Rating	Commendations / Recommendations / Evidence
3.1	Increases awareness of post-secondary options including the world of work and/or college		
3.2	Meets deadlines and attends scheduled meetings		
3.3	Participates in IEPs, SSTs, 504 meetings, and other student conferences as appropriate		
3.4	Maintains appropriate documentation on students		
3.5	Demonstrates the ability to counsel individuals, small groups and classroom-sized groups		

4.	ASSESSES STUDENT LEARNING	Rating	Commendations / Recommendations / Evidence
4.1	Guides students in developing educational goals and programs		
4.2	Recommends students for specialized services as necessary		
4.3	Communicates with students, families and staff about student programs		



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5.	DEVELOPS AS A PROFESSIONAL EDUCATOR	Rating	Commendations / Recommendations / Evidence
5.1	Reflects, plans, and establishes professional goals		
5.2	Works with colleagues to improve professional practice		
5.3	Takes part in professional development activities to enhance effectiveness and skills		
5.4	Adheres to District/school policies, rules, curriculum, and content standards		
5.5	Adheres to federal and/or state rules and regulations		
5.6	Accepts and fulfills duties and responsibilities in a timely and effective manner		

Recommended for continued service

Recommended for continued service, but improvement needed

Not recommended for continued service

Evaluation has been discussed with me in conference with the evaluator. My signature acknowledges receipt of this document and does not necessarily indicate agreement with the summative evaluation. I understand that I may, within ten (10) working days of my conference, make a written response to this summative evaluation, which will be attached to the evaluation.

Evaluator Signature: _____ Date: _____

Employee Signature _____ Date: _____

Employee response attached: Yes No



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PLAN FOR PROFESSIONAL GROWTH FOR NON-INSTRUCTIONAL CERTIFICATED EMPLOYEE

Employee: _____ Assignment(s): _____ School: _____

Evaluator: _____ Position: _____ School Year: _____

Status: Emer. Perm. Intern Temporary Prob I Prob II Permanent
 Yes

Evaluation Year? No Yes This form can be completed annually by each unit member. However, this plan will not be used for evaluation purposes in nonevaluation years.

PLANS FOR GROWTH, RESOURCES, AND/OR SUPPORT NEEDED AND TIMELINE

ADDITIONAL INPUT FROM EVALUATOR

EVIDENCED BY:

Month:

Evaluator Signature: _____ Date: _____

Employee Signature _____ Date: _____