Classified, ProTech and Department Administrator Evaluation

Highlights of Workday Evaluation Changes for 2023-2024

Evaluations in Workday have been revised. The new evaluation for the 2023- 2024 school year consists of three standards for non-supervisors and four standards for supervisors. Within those standards there is a range of three or four elements that will be evaluated. Those standards are Job Performance, Culture and Climate, Communication and Leadership (supervisors only).

Aspects of Culture and Climate now feature more prominently in the employee's evaluation in alignment with the district's focus on established Culture and Climate norms.

Goals will not be rated and will not factor into the overall score of the employee's evaluation, but the employee and the evaluator will maintain the ability to provide a reflection on Goal progress for the year as part of the self-evaluation and final evaluation processes.

The employee's specific job description and job responsibilities, while available as a reference in Workday, will not be directly rated as part of the employee's evaluation.

Rating Scale	
1	Ineffective
2	Partially Effective
3	Effective
4	Highly Effective
N/A	For Leadership Standard only

Standard 1: Job Performance
Understanding and performance demonstrated by the employee on the job relative to district and department policies, priorities and standards.

Job Knowledge
Employee understands and implements the knowledge and skills as defined by identified job description and department protocols.

Initiative
Employee is self-motivated, collaborative and proactive in identifying and resolving potential issues. Employee works independently with minimal supervision, as appropriate, and seeks or welcomes professional development opportunities to enhance job skills.

Quality
Employee's work is thorough, accurate and complete based on established standards for the job.

Standard 2: Culture and Climate
Refers to behaviors that extend beyond employees' formal job responsibilities, demonstrating commitment to the organization's overall success by adhering to district and department policies and procedures, supporting and promoting the district's focus on a positive culture and climate and displaying courtesy, honesty, respect and responsibility.

Attitude
Employee demonstrates a positive, respectful and engaging demeanor in interactions with others. Employee demonstrates adaptability, flexibility and resilience in a professional manner.

Dependability/Productivity
Employee is reliable, meets expected timelines and prioritizes tasks appropriately. Employee is punctual, manages time effectively and completes work efficiently.

Professionalism
Employee conducts themselves with integrity, ethics and personal accountability that promotes a positive district culture. Employee demonstrates sound judgment and maintains confidentiality as appropriate.

Standard 3: Communication
Demonstrates competence with all forms of communication. Communicates in an effective, kind and respectful manner.

Interpersonal Interactions
Employee interacts with others with a positive and solution-oriented demeanor. Employee responds appropriately in situations where there is a need to resolve conflict. Employee demonstrates self-reflection skills and implements strategies to proactively prevent future conflicts.

Effective Communication
Employee employs active listening strategies and demonstrates appropriate verbal, non-verbal and written communication skills. Employee recognizes diverse viewpoints and considers the role of communication preferences, both the employee's and those of others, in clear and effective expression.

Collaboration
Employee develops and maintains relationships with individuals and groups. Employee demonstrates teamwork and cooperation resulting in positive outcomes. Employee evaluates impact and includes all relevant parties.

Standard 4: Leadership
Demonstrates leadership in support of the district or department. Leader sets a clear purpose and builds the capacity for continuous improvement.

Build Climate and Culture
Leader creates an environment where people feel valued and recognized for their contributions. Leader recognizes the importance of clear and timely communication in promoting strong employee engagement.

Employee Retention, Training & Development
Leader sets a clear purpose and builds shared understanding for employees. Leader provides opportunities for growth and development and supports the professional aspirations of employees.

Visionary Leadership/Continuous Improvement
Leader impacts the organization by providing a clear sense of purpose, direction and motivation. Leader collaboratively develops or supports the vision and responds to evolving needs of the district or department. Leader promotes innovation and/or continuous improvement of district or department outcomes.

Operational Management/Compliance
Leader models and monitors compliance with relevant federal, state and/or local laws, policies and procedures. Leader demonstrates fiscal responsibility on behalf of the District or department. Leader completes human resource functions such as recruitment, hiring and performance management.