



Performance Review

EMPLOYEE INFORMATION				
Name	Employee ID			
Job Title	Date			
Department	Manager			
Review Period	July- October	November- February	March-June	
Ratings:	Needs Immediate Improvement	Need Improvement	Meets Expectations	Exceeds Expectations
Categories				
Charter Management				
The following items were considered <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
The Global Ends Policy is being achieved				
The Ends Policy on Enrollment is being achieved				
Five Year Charter Implementation plan is up-dated, focused on school needs and effectively being used				
Supports policies established by Board of Trustees				
Comments/Goals regarding this section:				
Program and General Management:				
The following items were considered <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
Ends Policies for Language Arts, Mathematics, Science, Arts and Technology are being achieved				
Instructional programs are consistent with the charter				
Special Education student are accommodated in accordance with policy and law				
School is clean and free from safety hazards				
Academic records are kept neatly and accurately				
State reports are completed on time and accurately				
School programs overseen by Director operate within established budget				
Student and employee records and information is kept confidential				
Student Progress is evaluated and used in improving programs				
Comments/Goals regarding this section:				

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Staff Management: The following items were considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The Parent Satisfaction Ends Policy is being achieved with regards to the staff Staff members are aware of policies, procedures and state law Instructional and support staff are evaluated and observed regularly Employee issues are handled promptly, effectively and legally</p>				
Comments/Goals regarding this section:				
Public Relations Management: The following items were considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The Parent Satisfaction Ends Policy is being achieved. Director has a positive rapport with students, staff and parents. Parents are aware of their student's progress and performance at school. School has positive professional relationships with the public School activities are consistent with charter. Written communication is prompt, professional, accurate and appropriate. School newsletters are positive, reflective of the school's vision, and completed on time. Parents contribute to the school's success by having opportunities to serve throughout the school.</p>				
Comments/Goals regarding this section:				
Professional Behavior and Development: The following items were considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Attends workshops, seminars and conferences as assigned Attends monthly State meetings Attendance at school is regular and on time Director models professional, ethical, and responsible behavior Director has a positive working relationship with the Board of Trustees Accepts guidance and coaching from Board of Trustees</p>				
Comments/Goals regarding this section:				

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EVALUATION CONCLUSION:		

Overall Rating (average the rating numbers above)

ADDITIONAL COMMENTS/GOALS

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature	Date
Employer Signature	Date