

THE DIOCESE OF DALLAS
Educational Support Personnel Evaluation

F-43

NAME: _____ DATE: _____

APPRAISER: _____ CAMPUS: _____

4 = Outstanding	Performance as observed clearly exceeds expectations of the Diocese of Dallas
3 = Proficient	Performance as observed is professionally competent and meets expectations of the Diocese of Dallas
2 = Area of Concern	Performance as observed indicates a need of improvement
1 = Unacceptable	Performance as observed does not meet the standards of the Diocese of Dallas and improvement is mandatory
0 = Non Applicable	This competency is not included in this person's job description

Diocesan policy states that each Educational Support Personnel in the Diocese of Dallas shall be evaluated. This evaluation form is part of that process. Please answer all questions carefully and objectively. Use the "Comments" section to expand on and give examples of your answers.

		Self Rating	Appraiser Rating
1.0	CATHOLIC IDENTITY		
A	Demonstrates belief in the school's Catholic philosophy and goals		
B	Promotes development of school community of faith		
2.0	SUPPORTS THE IMPLEMENTATION OF INSTRUCTION AND ASSESSMENT FOR LEARNING		
A	Demonstrates support for all aspects of curriculum including the evaluation of the program		
B	Provides a supportive climate for teachers		
C	Provides for assistance to students' learning in using teaching methods appropriate to styles and needs which have been planned by the teacher		
D	Assists teachers with feedback regarding student progress		
3.0	PROVIDE STUDENT SERVICES		
A	Works cooperatively with Counselors, Nurses, and other support personnel in establishing and maintaining goals and objectives as they relate to individual student needs		
B	Assists the staff and students in the development of student programs and services.		
C	Assumes responsibility for school discipline in accordance with the school's discipline plan		

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		Self Rating	Appraiser Rating
4.0	SCHOOL PROGRAMS AND FACILITIES		
A	Assists or is involved in the implementation of Diocesan policy		
B	Participates in Diocesan curriculum development		
C	Shows support of extracurricular activities		
D	Participates in the supervision/scheduling of school programs		
E	Assists in the supervision of building maintenance to ensure health, security, and well being of the students and staff		
F	Supports the Diocesan Program for Safe Environment		
G	Assures that all staff members follow guidelines for the safety of the students		
5.0	COMMUNICATION		
A	Participates collaboratively in assessing student progress through the campus reporting system		
B	Provides effective communication with staff and community regarding student progress and instructional assignments		
C	Demonstrates interpersonal skills		
D	Relates to all members of the parish community respectfully, skillfully, and with support		
E	Demonstrates an understanding of and interprets school programs and policies constructively to the local community		
F	Demonstrates ability to keep informed of instructional plans of teaching staff		
G	Assumes initiative for keeping the principal informed.		
6.0	PROFESSIONAL DEVELOPMENT		
A	Participates in professional development		
B	Utilize and share information gained through professional development with staff and community		
C	Participates in Diocesan programs, meetings, and development		
D	Keeps update on new and innovative educational practices		

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		Self Rating	Appraiser Rating
7.0	TECHNOLOGY APPLICATION		
A	Supports the seamless integration of technology into the classroom		
B	Utilizes technology for communication and record keeping		
C	Supports the comprehensive and up to date technology plan of the campus		
8.0	PROFESSIONALISM		
A	Maintains appropriate professional standards in attire		
B	Demonstrates punctuality in duties and completion of assigned tasks		
C	Respects and maintains confidentiality		

Comments: _____

Educational Support Personnel's Signature: _____

Date: _____

Principal's Signature: _____ Date: _____