

IEM Charter Schools ES Self-Evaluation

(For ES use as a self-evaluation. Fax, email, or mail to your ES Advisor by the deadline date on the Paperwork Timetable each year.)

One part of the ES's yearly Evaluation process.

IEM ES Evaluation 2010

Education Specialist:

ES #:

ES Advisor:

GOALS AND OBJECTIVES REPORT

Go to ES Webfiles, View/ES Detail Goals tab. Be sure to complete your progress report of how you met your prior year's goals under each one. Then go to the Professional Goals tab and select (or add) the school year. Follow the directions to select your next year's goals (at least 2 goals).

PERFORMANCE COMPETENCIES

Rating Definitions

Low = Does not meet standards

Needs Improvement

Meets ES Expectations

High =Consistently superior

ES Job Knowledge

This section evaluates the ESs overall knowledge of the ES Handbook and requirements of the job.

	N/A	Low	-----> High		
Exhibits ability to learn and apply new skills					
Keeps abreast of current developments					
Displays understanding of how job relates to others					
Uses resources effectively (Advisor, Handbook, etc)					
Competent in required job skills and knowledge					
Completes ES tests as required					

Maintains accurate records

This section evaluates the ESs required paperwork quality.

	N/A	Low	-----> High		
Demonstrates accuracy and thoroughness					
Applies feedback to improve performance					
Monitors own work to ensure quality					

Submits timely records

This section is based on Database late reports and responsiveness to staff & parent requests.

	N/A	Low	-----> High		
Completes work in timely manner					

Service to families

This section is based on parent responses to ES Advisor questions and survey responses.

	<i>N/A</i>	<i>Low</i>	<i>-----></i>	<i>High</i>
Responds to requests for service and assistance	_	_	_	_
Follows instructions, responds to school direction	_	_	_	_
Takes responsibility for own actions	_	_	_	_
Commits to doing the best job possible	_	_	_	_
Keeps commitments	_	_	_	_
Meets attendance and punctuality guidelines	_	_	_	_

Communication

This section is based on staff & parent comments.

	<i>N/A</i>	<i>Low</i>	<i>-----></i>	<i>High</i>
Exhibits good listening and comprehension	_	_	_	_
Keeps others adequately informed (Parents/students)	_	_	_	_
Checks email/messages daily and responds promptly	_	_	_	_

ES Initiative

This section is based on ES Advisor and School director observations.

	<i>N/A</i>	<i>Low</i>	<i>-----></i>	<i>High</i>
Volunteers readily	_	_	_	_
Undertakes self-development activities	_	_	_	_
Asks for help when needed	_	_	_	_
Completes Required PG hours (and obtains NCLB, if app)	_	_	_	_

ES Teamwork

This section is based on feedback from your Area Facilitator groups, coop groups, and Assessment teams.

	<i>N/A</i>	<i>Low</i>	<i>-----></i>	<i>High</i>
Establishes and maintains effective relations	_	_	_	_
Exhibits tact and consideration	_	_	_	_
Displays positive outlook and pleasant manner	_	_	_	_
Offers assistance and support to co-workers	_	_	_	_
Works cooperatively in group situations	_	_	_	_
Works actively to resolve conflicts	_	_	_	_

ES Planning & Organization

This section evaluates the ESs ability to prioritize and organize their job efficiently.

	<i>N/A</i>	<i>Low</i>	<i>-----></i>	<i>High</i>
Integrates changes smoothly	_	_	_	_
Sets goals and objectives & follows through	_	_	_	_
Works in an organized manner	_	_	_	_
Prioritizes and plans work activities	_	_	_	_
Attends all required ES meetings	_	_	_	_
Attends Meetings prepared (quiz done, required Webexs watched/prep work done, brings required items to meeting, etc)	_	_	_	_