



**Clark County Public Schools**

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# **Administrative Classified Employee Evaluation**

## **Forms and Procedures**

Revised August 2021

**Clark County Public Schools**  
**1600 W. Lexington Ave.**  
**Winchester, KY 40391**  
[www.clarkschools.net](http://www.clarkschools.net)

**Dr. Molly McComas**  
**Superintendent**

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## **CLASSIFIED PERSONNEL EVALUATION PLAN**

Clark County Public Schools  
1600 West Lexington Avenue  
Winchester, KY 40391  
859.744.4545

Dr. Molly McComas  
Superintendent

Dr. Tammy Parrish  
Director of Human Resources  
Classified Evaluation Contact Person

### **Classified Administrative Personnel Evaluation Plan Development and Appeals Committee Members:**

Rebecca H. Lowry	Director of Food Service
Aleisha Ellis	Director of Finance
Bridgette Mann	Director of Special Education
Designee One	Superintendent Designation
Designee Two	Superintendent Designation

**Clark County Public Schools**  
**Policy 03.28**  
**Administrative Classified Employee Evaluation Process**

Each administrative classified employee shall be evaluated a minimum of one time per year by April 15th. This evaluation shall be performed by the immediate supervisor and shall be based upon a formal procedure approved by the Superintendent for that specific position or class of positions. The administrator performing the evaluation shall share and discuss the evaluation report with the employee. The employee shall have the right to comment in writing on the evaluation report. The employee's written comments shall be attached to the evaluation report, and the report shall be filed with the Superintendent.

**INSTRUCTIONS:**

1. For each performance indicator listed, use a rating scale of 1 to 5 to describe and score the degree to which the employee meets work expectations. Use the comments section to expand or clarify any additional issues and/or concerns. The 1 to 5 scale is defined as follows:

**1 to 5 RATING DEFINITIONS**

**1—Unsatisfactory**: Fails to meet job requirements. Unacceptable performance which may indicate a lack of willingness and/or ability to perform the requirements of the position. Work performance below competent level.

**2—Needs Improvement**: Not fully satisfactory. Performs many duties capably, meets some goals and objectives, but requires improvement to fully meet standards; may require more supervision than expected for assignments. Work performance is approaching competent level.

**3—Fully Satisfactory**: Meets the job requirements needed to capably handle all work related goals, responsibilities and duties. Work performance is at the competent level.

**4—Exceeds Standards**: Meets and in most cases, exceeds the normal expectations for all work related goals, responsibilities and duties. Work performance noticeably better than competent level.

**5—Far Exceeds Standards**: Consistently exceeds all work related requirements. Significantly exceeds expectations and all work related goals, responsibilities and duties, with exceptional quality, quantity, and timeliness of work.

2. The evaluator shall discuss the work performance evaluation with the employee in a conference. **In each case that the employee receives a rating of a “1” or “2” on any performance indicator, the evaluator shall explain verbally and document in writing specifically what improvement(s) are expected to meet satisfactory work performance. On the summative evaluation form, a rating of “1” or “2” shall be recorded as “Does Not Meet” and a rating of “3”, “4” or “5” shall be recorded as “Meets”.**
3. The evaluator and employee shall both sign the evaluation. **The employee's signature indicates that he/she has had his/her evaluation reviewed with the evaluator. It does not imply that he/she agrees or disagrees with the evaluation.**
4. One copy of the complete evaluation shall be provided to the employee. All summative evaluations shall be kept in the employee's personnel file.
5. Administrative Classified Employee Individual Professional Growth Plan shall be completed and reviewed by April 15<sup>th</sup> of each year. Copies shall be retained by the employee and the immediate supervisor.

Formative   
 Summative

**Clark County Public Schools  
 Administrative Classified Employee Evaluation**

Employee Name \_\_\_\_\_ School Year \_\_\_\_\_

Worksite/School \_\_\_\_\_ Supervisor \_\_\_\_\_

<b>Rating Definitions</b>	<b>1-Unsatisfactory</b>	<b>2-Needs Improvement</b>	<b>3-Fully Satisfactory</b>	<b>4-Exceeds Standards</b>	<b>5-Far Exceeds Standards</b>
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**JOB KNOWLEDGE:**

1. Possesses technical skills and the professional abilities to complete all job related tasks	1	2	3	4	5
2. Demonstrates a knowledge base of policies, regulations, procedures and applications needed to complete all job assignments	1	2	3	4	5
3. Possesses the analytical and communication skills needed to address and solve work related problems	1	2	3	4	5
4. Demonstrates sustained professional growth in areas of responsibility and/or work assignments	1	2	3	4	5
5. Understands and works to achieve district/department goals and priorities	1	2	3	4	5

Additional Evaluator Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRODUCTIVITY:**

<b>Rating Definitions</b>	<b>1-Unsatisfactory</b>	<b>2-Needs Improvement</b>	<b>3-Fully Satisfactory</b>	<b>4-Exceeds Standards</b>	<b>5-Far Exceeds Standards</b>
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1. Completes all reports and requests for information in a timely manner	1	2	3	4	5
2. Routinely meets deadlines and due dates	1	2	3	4	5
3. Accurately completes work assignments	1	2	3	4	5
4. Organizes and plans time effectively	1	2	3	4	5

5. Delegates work assignments appropriately	1	2	3	4	5
6. Self-starts and works independently	1	2	3	4	5
7. Initially seeks to understand and provide solutions before addressing issues with supervisor	1	2	3	4	5

Additional Evaluator Comments:

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**PERSONAL CHARACTERISTICS RELATED TO JOB/WORK** (includes responsibility, integrity, initiative, dependability, work ethic, attitude, leadership, adaptability):

<b>Rating Definitions</b>	<b>1-Unsatisfactory</b>	<b>2-Needs Improvement</b>	<b>3-Fully Satisfactory</b>	<b>4-Exceeds Standards</b>	<b>5-Far Exceeds Standards</b>
1. Exhibits a professional and positive attitude	1	2	3	4	5
2. Maintains confidentiality regarding school related business	1	2	3	4	5
3. Operates within established policy guidelines	1	2	3	4	5
4. Demonstrates flexibility as assignments and priorities change	1	2	3	4	5
5. Works well independently or in groups depending upon task	1	2	3	4	5
6. Shows initiative, seeks responsibility and is willing to take on additional tasks	1	2	3	4	5
7. Adjusts leadership style to meet situational needs	1	2	3	4	5
8. Exhibits poise and self-control during conflict	1	2	3	4	5
9. Responds promptly to requests for assistance	1	2	3	4	5
10. Communicates to appropriate personnel open issues that need to be covered in the event of an absence	1	2	3	4	5

11. Promotes, demonstrates and practices a customer service friendly attitude with external and internal partners	1	2	3	4	5
12. Directs, adheres to and promotes district safety procedures	1	2	3	4	5
13. Corrects and/or reports unsafe conditions and behaviors	1	2	3	4	5

Additional Evaluator Comments:

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**DECISION MAKING/JUDGEMENT** (includes planning and organizational skills):

<b>Rating Definitions</b>	<b>1-Unsatisfactory</b>	<b>2-Needs Improvement</b>	<b>3-Fully Satisfactory</b>	<b>4-Exceeds Standards</b>	<b>5-Far Exceeds Standards</b>
1. Adequately plans for short-term projects while working toward long-term goals	1	2	3	4	5
2. Seeks relevant expert advice/assistance before acting	1	2	3	4	5
3. Researches to obtain knowledge of district's position and procedures before making decisions	1	2	3	4	5
4. Makes decisions based upon the best interests of the district	1	2	3	4	5
5. Identifies deviations from accepted performance and works to alleviate problems effectively and in a timely manner	1	2	3	4	5
6. Offers options for resolving concerns/problems	1	2	3	4	5
7. Analyzes fiscal resources, human resources and community impact before making decisions	1	2	3	4	5

Additional Evaluator Comments:

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**INTERPERSONAL RELATIONSHIPS:**

<b>Rating Definitions</b>	<b>1-Unsatisfactory</b>	<b>2-Needs Improvement</b>	<b>3-Fully Satisfactory</b>	<b>4-Exceeds Standards</b>	<b>5-Far Exceeds Standards</b>
1. Communication with others is respectful, confidential and professional	1	2	3	4	5
2. Exhibits cooperation with co-workers and works well as a team member to accomplish district goals and tasks	1	2	3	4	5
3. Understands and demonstrates professional behaviors and expectations related to interoffice/team working environments	1	2	3	4	5
4. Follows established policies and procedures to address issues, general questions or concerns	1	2	3	4	5
5. Accepts constructive feedback and instruction from supervisor	1	2	3	4	5
6. Has positive rapport with board members, supervisors, colleagues, department leadership and staff	1	2	3	4	5

Additional Evaluator Comments:

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**WORK QUALITY:**

<b>Rating Definitions</b>	<b>1-Unsatisfactory</b>	<b>2-Needs Improvement</b>	<b>3-Fully Satisfactory</b>	<b>4-Exceeds Standards</b>	<b>5-Far Exceeds Standards</b>
1. Completes work assignments according to job description, with minimal supervision	1	2	3	4	5
2. Maintains a high level of attention to detail in performing tasks	1	2	3	4	5
3. Resolves customer issues and concerns in a timely fashion	1	2	3	4	5
4. Follows through with self and/or others to ensure task completion	1	2	3	4	5



5.	Sees “big picture” and works with other departments to achieve district goals	1	2	3	4	5
6.	Identifies critical elements of assigned tasks and responds accurately	1	2	3	4	5
7.	Proactively identifies and solves concerns before they become problems	1	2	3	4	5
8.	Demonstrates a customer service attitude and effectively manages customer issues, complaints and concerns	1	2	3	4	5
9.	Takes ownership of issues, complaints and questions; performs follow through as needed	1	2	3	4	5
10.	Communicates with superintendent or immediate supervisor when assignments are complete	1	2	3	4	5

Additional Evaluator Comments:

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**COMMUNICATION SKILLS** (verbal and written):

<b>Rating Definitions</b>	<b>1-Unsatisfactory</b>	<b>2-Needs Improvement</b>	<b>3-Fully Satisfactory</b>	<b>4-Exceeds Standards</b>	<b>5-Far Exceeds Standards</b>
1. Is clear and concise in both written and oral communications	1	2	3	4	5
2. Uses proper grammar and spelling in both written and oral communications	1	2	3	4	5
3. Uses appropriate communication methods (email, phone, face to face)	1	2	3	4	5
4. Uses professional tone in communications	1	2	3	4	5
5. Practices active listening	1	2	3	4	5

Additional Evaluator Comments:

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**ATTENDANCE AND PUNCTUALITY:**

<b>Rating Definitions</b>	<b>1-Unsatisfactory</b>	<b>2-Needs Improvement</b>	<b>3-Fully Satisfactory</b>		<b>4-Exceeds Standards</b>	<b>5-Far Exceeds Standards</b>	
1. Keeps supervisor informed of weekly work schedule			1	2	3	4	5
2. Attends meetings and other functions as scheduled			1	2	3	4	5
3. Submits leave requests as required			1	2	3	4	5
4. Maintains attendance records and documentation as requested			1	2	3	4	5

Additional Evaluator Comments:

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**PROFESSIONAL GROWTH:**

<b>Rating Definitions</b>	<b>1-Unsatisfactory</b>	<b>2-Needs Improvement</b>	<b>3-Fully Satisfactory</b>		<b>4-Exceeds Standards</b>	<b>5-Far Exceeds Standards</b>	
1. Accurately and readily assesses own strength and identifies areas for improvement			1	2	3	4	5
2. Is continually striving to improve upon professional growth areas			1	2	3	4	5
3. Demonstrates curiosity and the desire to learn more			1	2	3	4	5
4. Independently seeks out answers and looks for improved methods of work			1	2	3	4	5
5. Seeks appropriate professional development as needed			1	2	3	4	5
6. Completes all required professional development			1	2	3	4	5

Additional Evaluator Comments:

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Additional Evaluator Comments:
Additional Employee Comments:

**ADMINISTRATIVE CLASSIFIED EMPLOYEE EVALUATION CONFERENCE VERIFICATION**

*I have read this work performance evaluation and have had an opportunity to discuss it in a conference with my immediate supervisor. My signature does not imply agreement or disagreement with the content of this report.*

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**Employee Signature** **Date**

*I have discussed the content of this evaluation in a conference with the employee.*

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**Evaluator Signature** **Date**

**Clark County Public Schools  
Administrative Classified Employee Summative Evaluation**

Employee Name \_\_\_\_\_ School Year \_\_\_\_\_

Worksite/School \_\_\_\_\_ Supervisor \_\_\_\_\_

	<b>Meets</b>	<b>Does Not Meet</b>
<b>Standard 1 JOB KNOWLEDGE</b>	_____	_____
<b>Standard 2 PRODUCTIVITY</b>	_____	_____
<b>Standard 3 PERSONAL CHARACTERISTICS RELATED TO JOB</b>	_____	_____
<b>Standard 4 DECISION MAKING/JUDGMENT</b>	_____	_____
<b>Standard 5 INTERPERSONAL RELATIONSHIPS</b>	_____	_____
<b>Standard 6 WORK QUALITY</b>	_____	_____
<b>Standard 7 COMMUNICATION SKILLS</b>	_____	_____
<b>Standard 8 ATTENDANCE/PUNCTUALITY</b>	_____	_____
<b>Standard 9 PROFESSIONAL GROWTH</b>	_____	_____

Employee Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_

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**ADMINISTRATIVE CLASSIFIED EMPLOYEE EVALUATION CONFERENCE VERIFICATION**  
*I have read this work performance evaluation and have had an opportunity to discuss it in a conference with my immediate supervisor. My signature does not imply agreement or disagreement with the content of this report.*

---

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

*I have discussed the content of this evaluation in a conference with the employee.*

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Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*For Evaluator Use Only.** Employment Recommendation to Superintendent:

- Recommended for re-employment
- Not recommended for re-employment

Classified employees have the right to appeal the substance and/or procedures of this summative evaluation within five (5) working days. Signature indicates that the written evaluation has been reviewed and discussed by the evaluator and the employee.

**Clark County Public Schools  
Administrative Classified Employee  
Individual Professional Growth Plan**

Employee Name \_\_\_\_\_ School Year \_\_\_\_\_

Worksite/School \_\_\_\_\_ Position \_\_\_\_\_

A plan of action mutually agreed upon by the staff member and immediate supervisor. The plan, along with a method of assessing successful completion, should be aligned with specific goals and objectives of the School Improvement Plan or the district wide Professional Development Plan. The intent of the plan is, through cooperative planning, to provide assistance to the staff member in becoming a more proficient employee. The plan should include areas identified as growth needed during the previous year's assessment process and could also include enrichment activities which allow the staff member to focus on areas of choice for professional growth. Plan is to be reviewed and updated by April 15<sup>th</sup> of each year.

**Growth area goals:** List **two** specific objectives for the upcoming school year.

**Goal 1:**

Present state of development: Awareness \_\_\_\_\_ Preparation \_\_\_\_\_ Implementation \_\_\_\_\_ Refinement \_\_\_\_\_

**Goal 2:**

Present state of development: Awareness \_\_\_\_\_ Preparation \_\_\_\_\_ Implementation \_\_\_\_\_ Refinement \_\_\_\_\_

**Indicate action steps:** Identify tasks or activities to be carried out to achieve objectives.

Evaluation: Indicate when and how objectives will be measured.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: Signatures verify that this growth plan is mutually agreed upon by both parties. This plan shall be aligned with specific goals and objectives of the school's/district's Consolidated Plan and shall be reviewed annually.

**CLARK COUNTY PUBLIC SCHOOLS  
CLASSIFIED EMPLOYEE  
INDIVIDUAL CORRECTIVE ACTION PLAN**

EMPLOYEE \_\_\_\_\_

DATE \_\_\_\_\_

LOCATION \_\_\_\_\_

1. STANDARD AREA(S) AND PERFORMANCE INDICATOR(S):

2. GROWTH OBJECTIVE(S):

3. PROCEDURES AND ACTIVITIES FOR ACHIEVING OBJECTIVE(S):

4. APPRAISAL METHOD/TARGET DATES (MINIMUM OF TWO):

5. STANDARD(S) AND PERFORMANCE INDICATOR(S)/DATE OF ACTION TAKEN:

A. Verbal Warning	Standard Area(s)/Performance Indicator(s)	Date _____
B. 1 <sup>st</sup> Written Warning	Standard Area(s)/Performance Indicator(s)	Date _____
C. 2 <sup>nd</sup> Written Warning	Standard Area(s)/Performance Indicator(s)	Date _____
D. 3 <sup>rd</sup> Written Warning	Standard Area(s)/Performance Indicator(s)	Date _____
E. Termination	Standard Area(s)/Performance Indicator(s)	Date _____

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

*Signatures simply imply that information has been discussed and copies provided.*

**CLARK COUNTY PUBLIC SCHOOLS  
CLASSIFIED EMPLOYEE  
WRITTEN WARNING FORM**

Name \_\_\_\_\_ Date Form Completed \_\_\_\_\_

Classified Title \_\_\_\_\_ Classification Code \_\_\_\_\_ Building \_\_\_\_\_

Evaluator \_\_\_\_\_ Evaluator Job Title \_\_\_\_\_

STANDARD AREA(S) AND PERFORMANCE INDICATOR(S) FROM SUMMATIVE AND OR  
FORMATIVE EVALUATION FORM:

Standard Area(s): \_\_\_\_\_ Performance Indicator(s): \_\_\_\_\_

Brief explanation of concern:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Employee Signature

Date

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Evaluator Signature

Date

*Signatures simply imply that information has been discussed and copies provided.*





