

ES Self-Evaluation- Required

(For ES use as a self-evaluation. Fax, mail to your ES Advisor)

ES #: _____ Education Specialist (please print): _____

ES Advisor: _____ Date: _____

Rating Scale:

- Low = Unsatisfactory
- Needs = Needs improvement
- Meets = Meets job requirements
- Mid/High = Exceeds job requirements

Job Knowledge

Weight: 20%

	N/A	Low	Needs	Meets	M/High
Competent in required job skills and knowledge	_	_ _	_ _	_ _	_ _
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)	_	_ _	_ _	_ _	_ _
Overall	_	_ _	_ _	_ _	_ _

Maintains Accurate Records

Weight: 20%

	N/A	Low	Needs	Meets	M/High
Demonstrates accuracy and thoroughness	_	_ _	_ _	_ _	_ _
Applies feedback to improve performance	_	_ _	_ _	_ _	_ _
Monitors own work to ensure quality	_	_ _	_ _	_ _	_ _
Overall	_	_ _	_ _	_ _	_ _

Submits Timely Records

Weight: 20%

	N/A	Low	Needs	Meets	M/High
Completes LRs/ Attendance in timely manner	_	_ _	_ _	_ _	_ _
Responds/Completes school related business in timely manner	_	_ _	_ _	_ _	_ _
Overall	_	_ _	_ _	_ _	_ _

Service to Families

Weight: 20%

	N/A	Low	Needs	Meets	M/High
Responds to requests for service and assistance	_	_ _	_ _	_ _	_ _
Follows instructions, responds to management direction	_	_ _	_ _	_ _	_ _
Takes responsibility for own actions	_	_ _	_ _	_ _	_ _
Keeps commitments	_	_ _	_ _	_ _	_ _
Keeps appointments and is punctual	_	_ _	_ _	_ _	_ _
Overall	_	_ _	_ _	_ _	_ _

Communications

Weight: 8%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Exhibits good listening and comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps others adequately informed (parents/school)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks email/messages daily and responds promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Initiative

Weight: 4%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Volunteers readily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undertakes self-development activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asks for help when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teamwork

Weight: 2%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Exhibits tact and consideration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays positive outlook and pleasant manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers assistance and support to co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works actively to resolve conflicts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning & Organization

Weight: 6%

	<i>N/A</i>	<i>Low</i>	<i>Needs</i>	<i>Meets</i>	<i>M/High</i>
Prioritizes, then plans work schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrates changes smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in an organized manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FUTURE GOALS

Identify 2 goals you will work on for next year based on this self-evaluation.

1. _____

2. _____

**For all ESs (except those who are new this year) attach a page with your previous year's goals copied from the database. Update it with comments on your progress this year.