

# CLASSIFIED EMPLOYEE PERFORMANCE RUBRIC: SLPA

Employee Name: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_

Date: \_\_\_\_\_  
 Site: \_\_\_\_\_

Factor	4(+25 points)	3(+15 points)	3(+5 points)	1(-10 points)	0(-20 points)
	Far Exceeds	Exceeds	Meets	Needs Improvement	Unsatisfactory
<b>Task Completion</b>	Exceptionally dependable and conscientious in all tasks assigned; finds tasks to do without being assigned.	Exceptionally dependable and conscientious in all tasks assigned; generally completes work early.	Completes work efficiently and accurately according to timelines provided.	Usually completes work according to timelines.	Inefficient and undependable in task completion.
<b>Work Area Environment</b>	Work area is exceptionally well organized and aesthetically pleasing; promotes educational process.	Work area is exceptionally well organized and aesthetically pleasing.	Keeps work area organized and presentable.	Work area is clean.	Work area is generally disorganized and untidy.
<b>Task Transitions</b>	Excellent in transitioning from task to task without loss of focus or direction from supervisor.	Transitions occur smoothly with no loss of productivity.	Transitions occur smoothly with little loss of productive time.	Task transitions are sometimes inefficient resulting in loss of productive time.	Much time is lost transitioning from one task to another.
<b>Use of Resources</b>	Creative and resourceful in using appropriate materials/resources; offers positive input for improved efficiency.	Creative and resourceful in using appropriate materials/resources; follows routine without difficulty.	Efficiently uses available resources for task completion, and follows routine without difficulty.	Some knowledge and proper use of appropriate resources and routine.	Frequent misuse or wasteful and inefficient use of available resources. No knowledge of routines.
<b>Equipment Operation</b>	Finds new ways to use equipment to improve efficiency.	Use of various types of equipment to improve efficiency in task completion.	Operates equipment safely and properly.	Can operate some standard equipment safely and properly.	Does not understand how to operate standard equipment properly.

<b>Technology</b>	Able to train others in use of online data services, resources, and school systems as appropriate.	Demonstrates use of online data services, resources, and school systems as appropriate.	Successfully uses computer-based information sources as needed.	Working toward accessing and using computer-based information sources.	Unabale to access or use current computer-based information sources.
<b>Professional Presentation</b>	Maintains appropriate standards of personal appearance, interacts appropriately with staff and co-workers, maintains records for licensure standards, and independently seeks professional development opportunities.	Demonstrates appropriate personal appearance, interacts professionally with staff, and participates in professional development assigned.	Successfully meets agency dress code and attends required professional development activities.	Requires direction to maintain appropriate staff relationships and professional appearance.	Does not maintain personal hygiene and fails to attend professional development opportunities assigned.

**Comments:** \_\_\_\_\_  
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**Over-all Score:** \_\_\_\_\_

- 28-20**      **Eligible for raise and continued employment, with advancement if available.**
- 19-12**      **Recommended for employment retention.**
- 11-8**        **Remediation of work skills recommended with probationary period for improvement.**
- 7-0**         **Recommended for dismissal from current position.**

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SLPA Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_