

**Non-certified Staff Evaluation Instrument
Byron Community Unit School District #226**

Employee:

Date:

Evaluator:

This form has been developed as part of a continuous improvement for all employees not certified as teachers and/or serving in a position(s) other than those requiring other forms of summative evaluation instruments by state law or Board policy.

It is intended that the use of it be a professional growth experience.

Employee performance will be reviewed in relation to three areas:

- 3 – Satisfactory
- 2 – Needs some improvement
- 1 – Unsatisfactory

PERFORMANCE AREAS

A. KNOWLEDGE OF JOB - Blending of job-related education, skills and experience.			
Immediate Supervisor	Self		
<input type="checkbox"/>	<input type="checkbox"/>	3	Satisfactory understanding of all aspects of the job including the need for continuous improvement through training opportunities
<input type="checkbox"/>	<input type="checkbox"/>	2	Needs some improvement in understanding some aspects of the job and in making satisfactory effort for continuous improvement.
<input type="checkbox"/>	<input type="checkbox"/>	1	Unsatisfactory knowledge of some aspects of the job and lack of effort to participate in opportunities for continuous improvement.
Comments and Goals for Improvement:			