

**Toronto City Schools
 Staff Performance Evaluation Instrument
 Dean of Students**

Employee's Name: _____
Evaluator's Name: _____

School Name: _____
Date: _____

| <u>Organization and Planning</u> <u>Evaluation of Performance</u> | Exceeds Expectations | Meets Expectations | Needs Improvement | Not Applicable |
|--------------------------------------------------------------------------------------------------|-------------------------|-----------------------|----------------------|-------------------|
| Is punctual and regular in attendance | | | | |
| Utilizes work time efficiently | | | | |
| Performs all assigned duties promptly, accurately, and effectively | | | | |
| Demonstrates initiative and good judgment | | | | |
| Performs other duties as appropriate and/or directed by principal, supervisor, or superintendent | | | | |

| <u>Interpersonal Relations and Communication</u> <u>Evaluation of Performance</u> | Exceeds Expectations | Meets Expectations | Needs Improvement | Not Applicable |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|----------------------|-------------------|
| Creates an inviting and professional atmosphere | | | | |
| Maintains a cordial and effective relationship in meeting the public | | | | |
| Demonstrates courtesy and professionalism in all communications | | | | |
| Appropriately and effectively communicates with co-workers, teachers, administration, students, parents, and the general public | | | | |

| <u>Professional Responsibilities/Qualities</u> <u>Evaluation of Performance</u> | Exceeds Expectations | Meets Expectations | Needs Improvement | Not Applicable |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|----------------------|-------------------|
| Dresses in an appropriate manner for the position and season. | | | | |
| Maintains effective working relationships with other employees; works effectively as a team member; maintains positive attitude | | | | |
| Upholds standards of confidentiality | | | | |
| Demonstrates willingness to pursue professional development, training and growth opportunities | | | | |
| Observes and promotes safe work practices | | | | |
| Demonstrates problem-solving skills and abilities | | | | |
| Adheres to and promotes Toronto City School Board policies and procedures | | | | |

Evaluator Comments _____

Dean of Students Evaluation Instrument

| <u>Knowledge and performance of job responsibilities</u> Evaluation of Performance | Exceeds Expectations | Meets Expectations | Needs Improvement | Not Applicable |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|----------------------|-------------------|
| Demonstrates an ability to develop good working relationships with other school employees. | | | | |
| Is professional, courteous, and flexible in dealing with students. | | | | |
| Makes sound, common sense decisions after carefully securing and weighing all available facts. | | | | |
| Completes assigned duties in a thorough and efficient manner. | | | | |
| Demonstrates integrity, sincerity, honesty, and a devotion to serving students which meet or exceed the expectations of the building principal, Superintendent, and Board of Education. | | | | |
| Work professionally, cooperatively and effectively with the building principal in meeting the needs of the students as appropriate, necessary and legal within the realm of school related issues/situations. | | | | |
| Work with the building principal in the establishment and implementation of all school policies, rules, and procedures. | | | | |
| Enforce all student discipline and attendance rules fairly and consistently grades 7-12. | | | | |
| Assume supervision responsibilities on the school grounds and facilities before, during and after school hours as assigned. | | | | |
| Work with the Central Office and Superintendent with alternative/behavioral school placement of students. | | | | |
| Assume supervision responsibilities at all extracurricular activities at the junior high level. | | | | |
| Assist the building principal with the organization of graduation | | | | |
| Assist the principal with the overall safety and well being of the student population. | | | | |
| Assume responsibility for all custody and residency questions. | | | | |
| Assume responsibility for the school during the absence of the principal and notify the Central Office of any emergencies. | | | | |
| Perform such other administrative duties as are assigned from time to time by the building principal and/or Superintendent. | | | | |

Evaluator Comments: _____

Employee Comments: _____

Evaluator's Signature

Date

Employee's Signature

Date