

**SUU LEAD Classified Employee Evaluation  
Mentor Principal Competency Review**

Please copy this template, paste into your Word or Google doc, complete it, get it signed by your Mentor, share with your Internship Coordinator, and upload into Canvas.

Name: Rachel Adams  
Year & Semester: Spring 2020  
School in which you interned: Legacy Elementary

Participate in all aspects of at least one evaluation of a classified employee.

Please describe all aspects of the process of evaluating a classified employee. Review with your Mentor your efforts and activities associated with this artifact. Add to this copy....

- Your description,
- Have your mentor initial after Emerging Effective or Effective below and sign and date,
- Scan this completed, initialed Mentor Evaluation,
- Upload your scanned Mentor Evaluation to the aligned Canvas Assignment.

Hours engaged in the completion of this artifact:   3  

Utah Educational Leadership Standards - 2018 - Standard 6.1

<b>* Required for Recommendation for Licensure *</b>	
Emerging Effective _____	Effective <input checked="" type="checkbox"/>
Seeks to manage staff resources, including the assignment of teachers and staff to roles and responsibilities in order to optimize their professional capacity to equitably address each student's learning needs.	Manages staff resources, including the assignment of teachers and staff to roles and responsibilities in order to optimize their professional capacity to equitably address each student's learning needs.
Comments: <i>Rachel and I reviewed the instrument and process of classified employee evaluations for Alpine District. I felt that the most helpful info I could share centered around administrator comments on the evaluation (i.e. praise and constructive correction) and employee goal setting. I believe Rachel would be a fair evaluator.</i>	
Mentor Name, Signature, and Date	
Mentor Name: <i>Tom Tillman</i>	Mentor's School: <i>LEGACY ELEM.</i>
Mentor Signature: <i>[Signature]</i>	Date: <i>3/11/2020</i>

1/10 Reviewed classified evaluation system with three classified employees.

1/14 Observed the media specialist as she interacted with students and read to a class during library time.

2/28 Reviewed the three classified observation results with the principal.

I hadn't ever observed a classified employee with the intent of evaluating them before my time at Legacy. I appreciated working through the process with Mr. Tillman, as he would explain what he was watching for as we observed. It is also interesting to observe people in a school setting who are not teachers, but do work with students in various situations.

All three of the certified employees set goals for themselves or their work situations. The lead secretary set goals based on her responsibilities with finances; the custodian set a goal to get equipment that would help him better communicate with his sweepers; and the media specialist set goals to improve student involvement in a healthy club. These goals indicate that each of the employees is invested in their job and wants to do their best.

This process has reminded me of how important it is as an administrator to engage good support staff who have positive attitudes about their jobs and do the best they can for the school community. It is also important to show them appreciation for the jobs that they do. One employee remarked that she likes being observed because it allows the principal the opportunity to understand what she does.