

2020 Fiscal Year Performance Review

Employee: Estee Culbreth / Title 1 Teacher

Contributor: Diaka Tartt / Supervisor

Instructions: Complete each section of this review by making comments related to how the employee performed against expectations this fiscal year. Also, provide an overall performance score based on their summary performance. This document should be brief and result in a meaningful performance discussion between each manager and their employees.

Section I.

Employee Goals- Teacher:

*Diagnosing learning skill deficits and deliver prescribed instructional delivery methods as determined by the Company; *Planning and preparing student instruction; Ensuring the achievement of student's academic and behavior goals; *Creating a positive classroom culture; Engaging students in active learning; *Maintaining student attendance records in an accurate and timely manner; * Maintaining personal attendance and punctuality expectations as well as personal time keeping records.

Comments:

Estee is an effective educator. She is well-prepared for small group instruction and students are actively engaged in learning under her guidance. She interacts positively with students and educational stakeholders. Her records and documentation are accurate, organized and regularly submitted on time.

Section II.

THE CORE4

TRANSPARENCY
*Communicate clearly,
openly, and directly*

DECISIVENESS
Demonstrate a bias for action

HUMILITY
*Acknowledge and
learn from mistakes*

ACCOUNTABILITY
Embrace personal ownership

Comments:

Estee initiates communication and is decisive to act to accomplish tasks, as necessary. She is dependable despite unique challenges, such as walking students back and forth for every session to a Title 1 room located upstairs in a building a block away from the main campus. Estee is open to learning new processes and applies what she learns as a teacher with Catapult Learning.

Section III.

Overall Performance:

Comments:

Estee is a dependable employee who regularly meets performance expectations and often demonstrates competencies essential to her role as a Title 1 Teacher with Catapult Learning. It has been my pleasure to work with her this school year. A future area of development includes instructional delivery of the newly implemented Achieve Literacy program. Estee should renew certification while continuing to pursue professional development opportunities.

Employee Score: 3

Four Point Scale

1- Ineffective: Employee does not meet performance expectations, does not demonstrate competence in essential role functions and is off-track in meeting his/her goals

2- Developing: Employee meets some performance expectations, but not fully meeting others; is inconsistent in demonstrating competencies essential to role; is on-track to achieving some goals, but not others; and / or may be in new role

3- Effective: Employee regularly meets performance expectations; is consistent in demonstrating competencies essential to role; is on-track to producing results aligned with goals; and at times his/ her performance makes contributions beyond the scope of position

4- Exemplary: Employee regularly exceeds performance expectations; consistently demonstrates competencies at or beyond current role; is on-track to producing results aligned with goals; and often his / her performance makes contributions beyond the scope of position

Section IV.

Employee Comments:

Please respond to the email containing this document with your comments regarding your performance during the review period as well as provide a written response to the information in this evaluation, including any content with which you may disagree. Your comments will be included as part of the evaluation document and be maintained as part of your employment record.

Our email exchange will serve as acknowledged receipt of this evaluation document. Your acknowledged receipt does not necessarily indicate agreement with its content.