

Learn To Read, Inc.

Performance Review

Name: _____ **Review Date:** _____
Position: _____ **Date of Hire:** _____
Time in Position: _____ **Points Earned:** _____
Supervisor: _____

Please review and, if necessary, modify the current job description and attach it to this review.

Evaluation Criteria:

Each performance standard has a point value. An employee receives a final point value based on how completely the standard was met. The total sum of points determines eligibility for retention, promotion and/or a salary increase.

Exceeds Expectations: Employee consistently performs job requirements with exceptional skill and knowledge. Employee has made significant additional contributions and has exceeded desired results of position.

Meets Expectations: Employee's performance consistently meets requirements. Employee's work is fully effective, reliable, and of good quality.

Partially Meets Expectations: Employee's performance is generally satisfactory, but employee does not use or apply skills and knowledge consistently. A plan for improvement in areas of inconsistency is necessary.

Does Not Meet Expectations: Employee's performance is consistently below the requirements of the position. Immediate corrective action is necessary.

Not Applicable (N/A): This performance standard does not apply to the employee's position.

PERFORMANCE STANDARDS:

1. **Student Assessments:** schedules and conducts to meet goal.

Evaluation:			
Comments:			

2. **Planning/Organizational Skills:** Organizes and prioritizes work to meet objectives. Meets schedule deadlines with attention to detail and follow-through.

Evaluation:			
Comments:			

2. **Student Placement:** Places students into appropriate venue for learning.

Evaluation:			
Comments:			

4. **Volunteer Relationships:** Develops and maintains positive relationships with tutors and trainers.

Evaluation:			
Comments:			

5. **Personnel:** Works effectively as part of a team including volunteers and staff. Takes responsibility for appropriate work behaviors and attitudes.

Evaluation:			
Comments:			

6. **Teach Basic Literacy Class:** Conducts _____ basic literacy classes.

Evaluation:			
Comments: .			

7. **Communication Skills:** Demonstrates effective writing, speaking, and listening skills.

Evaluation:			
Comments:			

8. **Technical Skills:** Utilizes Lit Pro/LACES database effectively. Learn Lit Pro database to improve efficiency.

Evaluation:			
Comments: .			

9. **Training:** Provides day of support for tutor training.

Evaluation:			
Comments:			

10. Knowledge of curriculum and teaching methods: Takes responsibility for learning about the Jacksonville Reads program and resources.

Evaluation:			
Comments:			

11. Staff Development: Looks for opportunities to grow professionally as a staff member.

Evaluation:			
Comments:			

Add additional performance standards unique to this position in the following space:

Standard:

Evaluation:

Comments:

Standard:

Evaluation:

Comments:

SUPERVISOR'S COMMENTS: Include goals and objectives with time frames for the next year.

EMPLOYEE'S COMMENTS: Please comment on your evaluation.

Employee's Signature: _____ Date: _____
(Your signature indicates only that you have read and discussed this performance evaluation with your supervisor. It does not necessarily indicate agreement with its contents.)

Supervisor's Signature: _____ Date: _____