

MEMORANDUM OF AGREEMENT

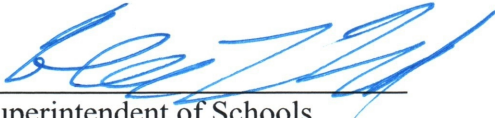
This Memorandum of Agreement (“Agreement”) is made by and between the Sterling Board of Education (the “Board”), and the United Public Service Employees Union, Sterling BOE Employees Unit (the “Union”).

WHEREAS, the Board and the Union are parties to a collective bargaining agreement and

NOW, THEREFORE, the parties agree as follows:

1. Effective after the execution of this Agreement, the Board shall use the agreed upon Sterling Public Schools Support Staff Evaluation Form as part of annual evaluations of non-certified staff. (See attached Appendix C)

FOR THE BOARD



Superintendent of Schools

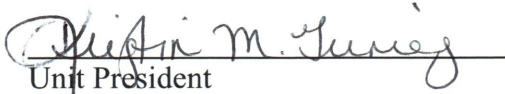
11/29/2022
Date



Board Chair

11/29/22
Date

FOR THE UNION



Unit President

Nov. 28, 2022
Date

Sterling Public Schools

Support Staff Evaluation Form

EMPLOYEE INFORMATION

Name: _____

Position: _____

School: SCEL Elementary Middle High Central Office

EVALUATOR INFORMATION

Name: _____ Date: _____

Time Observed: _____ Start: _____ Finish: _____

Ratings:

E = Excellent/Outstanding	NI = Needs Improvement
C = Commendable	N/A = Not Applicable
S = Satisfactory	

- _____ 1. Quality of Work: Work is consistently accurate, thorough, neat and complete.

- _____ 2. Quantity of Work: Maintains high output.

- _____ 3. Responsibility: Willing to assume responsibility, take initiative when appropriate, grow in the position with experience, and complete delegated responsibilities.

- _____ 4. Adaptability: Demonstrates the ability to adjust to and effectively perform tasks in new or changing situations.

- _____ 5. Work Habits: Is self-motivated, conscientious, and organized.

- _____ 6. Relationships with People: Works and communicates effectively and respectfully with others, including co-workers, superiors, parents and students.

- _____ 7. Dependability: Is punctual and displays consistent attendance.

- _____ 8. Attitude: Identifies and meets job requirements with interest, enthusiasm and cooperation.

- _____ 9. Judgment: Assesses situations and independently makes safe, responsible decisions.
- _____ 10. Reliability: Consistently completes work assignments on or ahead of schedule.
- _____ 11. Confidentiality: Honors, respects and retains personal and private information about students, staff and families entrusted to him/her.
- _____ 12. Follows Directions: Easily understands and follows directions when given and asks clarifying questions when needed.

Summary Statement of Overall Performance:

Commendations:

Recommendations:

Improvement Plan Recommended (if three or more "Needs Improvement")

*Support Staff Member Signature: _____ Date: _____

Conference Date: _____

**Signature indicates that the UPSEU Member has reviewed this evaluation and has had an opportunity to discuss its content with the Evaluator.*

A support staff member who does not agree with this evaluation may submit a written rebuttal to the Superintendent of Schools or his/her designee.