

Jordan Performance Appraisal System

Annual Work Plan

Rationale

The purpose of the Jordan Performance Appraisal System Annual Work Plan is to give employees in schools or departments electing to use the plan a means to establish specific objectives for themselves. This is to be accomplished in collaboration with the employee's supervisor and must be approved by the supervisor.

The Annual Work Plan is used by schools or departments as a component of the "Interim JPAS" for several categories of jobs in the district. The Annual Work Plan allows employees to define their jobs beyond the "general performance areas" by writing **specific** work objectives and definitions of satisfactory or "standard" performance. The specific objectives and definitions then become a part of the employee's appraisal. Both the general performance areas and the specific performance objectives are evaluated by the employee's supervisor at the end of the performance period.

Preparing the Annual Work Plan

1. The department establishes **departmental** goals or objectives in a collaborative process.
2. Individual employees incorporate appropriate **departmental** objectives into their **personal** work plan.
3. Specific **personal work objectives** not in the departmental objectives maybe identified by employees and/or supervisors and incorporated into the personal work plan.
4. Each employee meets with the supervisor to discuss the employee's objectives, and the supervisor approves the employee plan by October 1st.
5. The supervisor evaluates performance on attainment of the objectives by June 1st.

Using the Annual Work Plan Form

The Annual Work Plan form is completed by entering two items for each specified objective. First, the objective itself is written. Second, the satisfactory or “standard” level of performance is identified. An objective describes a major element in the employee’s job in terms of a general outcome, e.g. “Provide appropriate inservice training to secondary English teachers.” The satisfactory or “standard” level of performance would be a more specific statement, such as: “All English faculty in the district’s secondary schools will receive ten hours of training during the next school year. Training will be evaluated by a participant feedback form.”

Other examples of specific objectives and definitions of satisfactory performance standards are attached to this document.

Examples of Work Plan Objectives and “Standard” Performance Levels

Objective #1

Specify Objective:

Perform special, major research/assessment/evaluation studies to provide information to USOE, the State Board, the Legislature, etc.

- ☐ Outstanding- Unique and exceptional performance and/or accomplishments.
- ☐ Above Standard- Clearly and consistently above what is required.
- ☐ Standard-Meets the requirements of the job in all respects

(Specify Standard Expectations for this Objective).

- 1. Three major special studies are planned, executed, and completed.*
- 2. Pertinent reports are provided from each study.*
- 3. Presentations of key findings made to the State Board of Education, Legislature, and USOE staff.*

- ☐ Below Standard- Marginal Performance. Fails to meet some significant job requirements.
- ☐ Unacceptable- Clearly inadequate performance.

Objective #2

Specify Objective:

Provide training to new teachers in JSD in effective teaching skills and the JPAS.

- ☐ Outstanding- Unique and exceptional performance and/or accomplishments.
- ☐ Above Standard- Clearly and consistently above what is required.
- ☐ Standard-Meets the requirements of the job in all respects

(Specify Standard Expectations for this Objective).

- 1. Hold classes in October for all new teachers*
- 2. Participants will evaluate content of class and how class is taught*
- 3. Course design will be modified according to results of evaluation. Modified class will be held in January.*

- ☐ Below Standard- Marginal Performance. Fails to meet some significant job requirements.
- ☐ Unacceptable- Clearly inadequate performance.

Jordan Performance Appraisal System

Annual Work Plan

Employee: _____

Date Plan Submitted: _____

Department/School: _____

Supervisor: _____

Academic Year: _____

Objective #1

Specify Objective:

Performance Levels

- ☐ OUTSTANDING- Unique and exceptional performance and/or accomplishments.
- ☐ ABOVE STANDARD- Clearly and consistently above what is required.
- ☐ STANDARD-Meets the requirements of the job in all respects
(Specify Standard Expectations for this Objective).
- ☐ BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
- ☐ UNACCEPTABLE- Clearly inadequate performance.

Objective #2

Specify Objective:

Performance Levels

- ☐ OUTSTANDING- Unique and exceptional performance and/or accomplishments.
- ☐ ABOVE STANDARD- Clearly and consistently above what is required.
- ☐ STANDARD-Meets the requirements of the job in all respects (**Specify Standard Expectations for this Objective**).
- ☐ BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
- ☐ UNACCEPTABLE- Clearly inadequate performance.

Objective #3

Specify Objective:

Performance Levels

- ☐ OUTSTANDING- Unique and exceptional performance and/or accomplishments.
- ☐ ABOVE STANDARD- Clearly and consistently above what is required.
- ☐ STANDARD-Meets the requirements of the job in all respects (**Specify Standard Expectations for this Objective**).
- ☐ BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
- ☐ UNACCEPTABLE- Clearly inadequate performance.

Objective #4

Specify Objective:

Performance Levels

- ☐ OUTSTANDING- Unique and exceptional performance and/or accomplishments.
- ☐ ABOVE STANDARD- Clearly and consistently above what is required.
- ☐ STANDARD-Meets the requirements of the job in all respects
(Specify Standard Expectations for this Objective).
- ☐ BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
- ☐ UNACCEPTABLE- Clearly inadequate performance.

Objective #5

Specify Objective:

Performance Levels

- ☐ OUTSTANDING- Unique and exceptional performance and/or accomplishments.
- ☐ ABOVE STANDARD- Clearly and consistently above what is required.
- ☐ STANDARD-Meets the requirements of the job in all respects
(Specify Standard Expectations for this Objective).
- ☐ BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
- ☐ UNACCEPTABLE- Clearly inadequate performance.

Objective #6

Specify Objective:

Performance Levels

- ☐ OUTSTANDING- Unique and exceptional performance and/or accomplishments.
- ☐ ABOVE STANDARD- Clearly and consistently above what is required.
- ☐ STANDARD-Meets the requirements of the job in all respects
(Specify Standard Expectations for this Objective).
- ☐ BELOW STANDARD- Marginal Performance. Fails to meet some significant job requirements.
- ☐ UNACCEPTABLE- Clearly inadequate performance.

Educator Signature: _____

Immediate Supervisor Signature: _____

Date of Meeting: _____