

AMENDMENT NO. 1

Solar System Long Term Power Purchase Agreement Between Sikh Temple Sacramento and Sacramento Valley Charter School

The Sikh Temple Sacramento represented as the Sikh Temple and the Sacramento Valley Charter School represented as the school, hereby mutually agree to the following amendment termed as Amendment No. 1 to the Solar System long Term Power Purchase Agreement Between Sikh Temple Sacramento and the Sacramento Valley Charter School, signed on the 11th Day of June, 2018 and attached herewith:

1. The Sikh Temple installed a larger solar system in June 2018 with production capability of 3.77 M kWh under Power Purchase Agreement No. 1346 with Technology Credit Corporation/Staten Solar. As per this Purchase Agreement, Sikh Temple had the option to buy the solar system after four years. However, the Sikh Temple decided not to buy the solar system and is planning to continue its use in its present form.
2. As per Clause 5 of the Solar System Agreement, the Sikh Temple had agreed to pay the School for the next four years for an expected 50,000 kWh production at a unit price of 14.5 c per kWh offered by Technology Credit Corporation/Staten Solar, amounting to \$7,250 per year. The Sikh Temple has already paid \$50,750 to the School in the last seven years and the remaining balance is \$100,450.
3. As per this Amendment, the Sikh Temple agrees to continue paying for the expected 50,000 kWh production at a unit price of 14.5c per kWh for a total annual payment of \$7,250 for the next 14 years in lieu of \$100,450 unpaid balance due to the School.

Signed at the City of West Sacramento (Yolo County) on this 9/10/24 day of September, 2024.



Balbir Singh Dhillon

President

Sikh Temple Sacramento

2301 Evergreen Avenue

West Sacramento CA 95691

Narinder Singh Thandi

President

Sacramento Valley Charter School



AMENDMENT TO THE SCHOOL SERVICES AGREEMENT WITH Sacramento Valley Charter School

THIS SECOND AMENDMENT TO THE SCHOOL SERVICES AGREEMENT (the "**Amendment**") is made as of September 10, 2024 is by and between Sacramento Valley Charter School, a CA nonprofit corporation ("**School**"), and Vertex Education, LLC, an Arizona limited liability company (the "**Service Provider**") to amend the scope of work, deliverables, timing, and pricing of the Agreement.

RECITALS

- A. School and Service Provider are parties to that certain School Services Agreement dated April 1st, 2024 (the "**Agreement**").
- B. School and Service Provider desire to amend the Agreement in accordance with the terms and conditions of this Amendment.

AGREEMENT

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, School and Service Provider agree as follows:

- 1. **RECITALS; CAPITALIZED TERMS.** The recitals above are incorporated into this Amendment as true statements of fact binding on the parties. Capitalized terms used herein and not otherwise defined shall have the meanings given to such terms in the Agreement.
- 2. **AMENDMENT TO SERVICES.** A new Exhibit A-1 of the Agreement, the "Additional Scope of Work," attached hereto and incorporated herein by reference, is added to the Agreement. The new Exhibit A-1 provides further Services that Service Provider will provide to School in addition to those set forth in Exhibit A.
- 3. **PRICING.** The parties intend to increase the fees to compensate Service Provider for the additional Services set forth in the new Exhibit A. Therefore, Section 6.a of the Agreement is hereby amended to increase the fees by \$5500 to a total of \$107,500.
- 4. **EFFECT OF AMENDMENT.** Except as expressly amended herein, the Agreement is hereby ratified and affirmed in its entirety and will remain unaltered and in full force and effect. In the event of any conflict or inconsistency between the terms of this Amendment and the Agreement, the terms of this Amendment will control. The parties have caused this Amendment to be executed by their duly authorized representatives. This Amendment may only be modified by a written document of even or subsequent date hereto, executed by each respective party.

[SIGNATURE PAGES FOLLOW]



AMENDMENT TO THE SCHOOL SERVICES AGREEMENT WITH
Sacramento Valley Charter School

IN WITNESS WHEREOF, the Parties hereto have executed this School Services Agreement as of the Effective Date.

SCHOOL

Sacramento Valley Charter School,

a California nonprofit corporation

By: _____

Name: _____

Title: _____

SERVICE PROVIDER

VERTEX EDUCATION, LLC,

an Arizona limited liability company

By: _____

Name: _____

Title: _____

EXHIBIT A
ADDITIONAL SCOPE OF WORK

- **Work with Sacramento Valley Charter School to gather all necessary reports and records (food safety, professional training, etc.)**
- **Work with US Foods to gather all nutritional paperwork and compliance for the review period (includes CN labels, meal pattern compliance, crediting, product formulation statements, Buy American, etc.)**
- **Work with Sacramento Valley Charter School accounting to ensure all School Nutrition Program finances are in order and separate from other departments**
- **Attend the mandatory pre-audit webinars hosted by the state of California**
- **Complete the off-site audit package provided by the California Department of Education**
- **Travel to campus for on-site review support**
- **Participate in both the entrance and exit conference with the state**
- **Assist and give guidance as to how to correct any findings and/or appeals**

Proposal to Sacramento Valley Charter School Board to Implement After-School Musical Theatre Program with "Annie" Production

Introduction

- This proposal outlines the implementation of a new After-School Enrichment Program at Sacramento Valley Charter School (SVCS): **Musical Theatre**.
- Designed for students in grades 3-8, this program will provide a comprehensive introduction to the performing arts while promoting creativity, teamwork, and self-confidence. The program will culminate in a full-scale production of the classic musical "Annie" in the spring, showcasing student talent and igniting excitement within the school community.
- Within the existing after school enrichment program in which Robotics will be offered on Wednesday and Fridays, Musical Theatre would be offered on Mondays and Tuesdays and optionally Thursday during the Spring Semester.

Benefits of the Program

- **Enhanced Student Development:** Students will develop vocal skills, acting techniques, dance movement, and potentially contribute to technical theatre aspects like costume design and set construction.
- **Building Confidence and Creativity:** The program fosters self-expression, builds confidence on stage, and encourages students to explore their creative potential.
- **Teamwork and Collaboration:** Students will work together towards a common goal, developing communication and collaboration skills.
- **Community and School Spirit:** The program fosters a sense of community and school spirit through shared experiences and a collaborative performance.

Production Considerations

* **Annie Jr. Version:** Purchase the rights from Music Theatre International (MTI) to produce the "Annie Jr." version. This version offers a script tailored for young performers, includes most original songs, and aligns with intellectual property guidelines. MTI estimates production rights for 4 performances with a \$5 ticket price to range between \$723 and \$978. 3 additional expenditures from MTI that would greatly enhance the educational experience are if we were to include in our purchase the choreography guide, as well as the rehearsal and performance backing tracks which permit our production to be accompanied by the full orchestra recording.

Additional Budgetary Considerations

Sound Equipment:

To ensure a high-quality audio experience for the audience, the program will require the purchase of 8-10 wireless body mics and receivers. This investment will guarantee clear vocals and enhance the overall sound quality of the production. Estimated cost: \$2,000-\$3,000.

Costumes, Lighting, and Set Construction:

A successful production demands attention to detail in costumes, lighting, and set design. We estimate a budget of \$1,500-\$3,000 to cover these essential elements. This will allow us to create a visually stunning and immersive experience for both performers and audience members.

Renting a Facility?

While I am more than willing to present our production in the SVCS MPRoom, to maximize audience attendance and community engagement, we propose renting a facility with an auditorium and stage. This will provide a suitable venue for showcasing the students' talents and ensure that a larger portion of the community can participate. By renting a facility, we can:

- **Increase Accessibility:** Provide a more convenient location for community members to attend the show.
- **Enhance Professionalism:** Benefit from a professional-grade venue with adequate seating, lighting, and sound equipment.
- **Attract a Larger Audience:** Reach a wider audience by offering a more accessible and larger venue.

While the initial costs associated with sound equipment, costumes, lighting, and set construction may seem significant, the overall benefits of investing in these areas outweigh the expenses. By providing a high-quality production, we can enhance the student experience, foster a sense of community, and create a lasting impression on the audience. Additionally, renting a suitable facility will further increase the program's impact and reach.

Program Leadership

The program will be led by Mr. Beau Phillips, our Music/Performing Arts Teacher with a Bachelor of Fine Arts in Musical Theatre. Mr. Phillips' extensive experience in directing, producing, and choreographing musicals ensures a positive and inspiring learning environment.

Additional Considerations for Admin

* **Community Appeal:** I've been considering the possibility of bringing a "Punjabi/Bollywood flavor" to be incorporated into the production design, catering to the diverse school community and potentially attracting broader audience interest.

* **Financial Justification:** If budget is a concern, we can explore potential fundraising opportunities or partnerships with local businesses to offset the cost of acquiring the "Annie Jr." rights.

* **Long-Term Vision:** This program has great potential to become a recurring annual event, that could become a school tradition and attract future student participation.

SACRAMENTO VALLEY CHARTER SCHOOL
JOB DESCRIPTION: ASSISTANT PRINCIPAL

DUTY DAYS: 210, FULL TIME

ANNUAL SALARY RANGE: \$97,500 - \$106,950

GENERAL JOB DESCRIPTION:

Under the direction of the school principal, assists in the operation of the school in the planning and direction of the instructional program, with all activities involving students and staff, and promotes strong public relations between the school and the community. The Assistant Principal reports directly to the Principal and assumes supervision on behalf of or in the absence of the Principal.

SPECIFIC DUTIES:

- Meet with the Principal to discuss the implementation of school policies and programs.
- Assist the Principal in supervising and evaluating all staff.
- Assist the Principal in assigning teachers to special duties, i.e. cafeteria duty, hall duty, etc.
- Assist the Principal in organizing awards, promotion and graduation ceremonies.
- Administer the setup of homerooms.
- Assume responsibility over student attendance and discipline.
- Assist in the supervision of pupil activities (dances, games, plays) which may occur in the evening or on weekends.
- Prepare pupil census for local, state, and federal reports.
- Arrange and conduct State and Local Assessment tests.
- Complete reports for State and Local Assessment tests.
- Assume responsibility for the documentation needed for mandated programs.
- Arrange for class coverage in case of teacher absence.
- Assume the responsibility of student scheduling at the direction of the Principal.
- Assist the Principal in interpreting school programs to the community.
- Work with special services personnel and non-school agencies on pupil personnel problems.
- Meet with teachers, pupils, parents/guardians as needed.
- Assist the Principal in conducting orientation for incoming students.
- Assume responsibility for coordinating student/teacher and student/observer assignments.
- Assist the Principal in identifying areas related to the functioning of the school which can be computerized.
- Attend monthly Board of Education meeting when requested.
- Assist the Principal in reviewing new textbooks.
- Arrange personal time schedule to meet the requirements of the position of Assistant Principal.
- Assist the staff in supervising the staff on cafeteria duty.
- Be knowledgeable of school goals and programs.
- Maintain an effective, positive working relationship with staff.
- Assist the Principal in arranging in-service workshops.
- Prepare and submit all reports, as requested by Principal, in proper writing and/or oral style and structure.
- Portray an effective role model for staff, students, parents/guardians, community members.
- Be knowledgeable of new educational trends.
- Assist the Principal in writing Professional Growth Plans for staff.
- Be visible in the halls and other parts of the buildings and campus.

- Prepare and complete paperwork after school hours.
- Confer with Principal and office staff on decisions concerning student attendance and discipline.
- Demonstrated skill in handling IT related issues
- Be knowledgeable or qualified to administer special education testing and managing IEP, 504 and SST process and procedures.
- Performs similar or related duties as assigned.

QUALIFICATIONS:

Must have a master's degree, teaching credential and Administrative Services certification for compliance with CDE Certification regulations.

Must have completed five (5) years of successful teaching in grades K-12.

Demonstrate ability to relate to the students, professional staff, parents/guardians, and members of the community.

Preference will be given to a candidate who has teaching experience relating to Special Education and/or Information Technology.

OTHER INFORMATION:

Sacramento Valley Charter School is an equal opportunity employer. It is the policy of SVCS to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

Please visit sacvalleycharter.org for more information.

SVCS Assistant Principal Pay Range - Proposed

Position	Duty Days/Year	Pay Rate Range (initial placement Depending on Experience)
Assistant Principal 3% per year increases (rounded) Plus an annual Master's or PhD stipend (not both):	210 \$1,000/\$2,000	\$97,500 to \$106,950

NOTES:

Board-approved longevity stipends apply to all positions.

Administrators participate in the same benefits as all certificated and classified staff.

Approved by the Board: _____

Sacramento Valley Charter School

JOB DESCRIPTION:

TK INSTRUCTIONAL ASSISTANT FLUENT IN PUNJABI

JOB DESCRIPTION:

Under the direction of the principal, and the day-to-day supervision of a certificated teacher, the TK Instructional Assistant assists students, teachers and parents in communicating effectively; assists with preparing materials and implementing lesson plans; sets up work area displays and exhibits; operates a variety of classroom equipment; distributes and collects papers; assists in the evaluation of student progress and/or implementation of student objectives; supports teachers in maintaining student files and records and in the completion of their work activities; maintains a safe and positive classroom environment; monitors, documents and reports student progress regarding behavior and performance; provides feedback and results to students and teachers; reinforces instruction as directed by the teacher; and assists in evaluating the English language ability of students.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Punjabi-fluent TK Instructional Assistant is assigned to assist teachers of TK students whose English language skills require bilingual instructional support. The primary purpose of this classification is to provide direct instructional support to assigned students and translate or interpret information as needed.

ESSENTIAL FUNCTIONS

- Translates verbal and written communications to assist students, teachers and/or parents in communicating effectively.
- Works with students, individually or in small groups, to reinforce instruction from the teacher.
- Compiles data regarding student progress in language acquisition to document student performance and maintain updated records in accordance with established guidelines as directed by the classroom teacher.
- Assists teachers with preparing and implementing lesson plans for students with limited English language proficiency including translating instructional materials, interpreting information and/or modifying materials.
- Confers with teachers and other personnel to assist in the evaluation of students' progress and/or implement student objectives.
- Performs various clerical support and record keeping activities to support teachers in the completion of non-instructional tasks.
- Assists the classroom teacher with maintaining a safe and positive learning environment.
- Maintains various instructional records, files, supplies and work aids to ensure that the necessary materials are available as required.
- Assists TK students with eating, use of restroom, hand washing, playing and similar activities.
- Assists in the performance of other job-related duties as assigned to accomplish instructional goals.

ASSIGNED DUTIES:

- Supervise students according to approved policies and procedures
- Work under limited supervision using standardized practices and/or methods
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with children and adults
- Read, interpret and follow rules, regulations, policies and procedures
- Maintain confidentiality
- Adhere to safety practices including safely handling hazardous materials
- Establish and maintain effective working relationships with others
- Work with others in a wide variety of circumstances
- Work with a significant diversity of individuals and groups
- Understand the exceptional needs of English Language Learner students
- Establish rapport and interact effectively with students of varied ethnic/cultural backgrounds, and also with parents.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**KNOWLEDGE OF:**

- Child guidance principles and practices, especially as they relate to English Language Learner students
- Basic academic subjects appropriate for TK students
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English and designated second language usage, grammar, spelling, punctuation and vocabulary
- Reading, writing, and oral communication skills
- Record keeping techniques
- Basic clerical practices and procedures including applicable software programs

ABILITY TO:

- Translate written materials and oral communication from English to a Punjabi language and from Punjabi language to English
- Work with students one-on-one and in small groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collate student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by classroom teacher
- Use basic, job-related equipment including pertinent software applications
- Present information to parents as directed by classroom teacher
- Assist with problem solving by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions and limitations of assigned duties

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Physical Demands Frequency Definitions Based on an 8-Hour Day: Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom Occasionally:

Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling; power/firm grasping
Fingering/fine manipulation; walking; standing; twisting back; reach at, above, or below shoulder;
stooping/bending, squatting/crouching, kneeling

Sitting; lifting items up to 10 lbs. at waist height and carrying items up to a distance of 30 feet; simple grasping; neck flexion/rotation

Frequently

Generally, the job requires 34% sitting, 33% walking and 33% standing.

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is typically performed in a classroom setting under minimal temperature variations and minimal hazardous conditions.

OTHER INFORMATION

Sacramento Valley Charter School is an equal opportunity employer. It is the policy of SVCS to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

Sacramento Valley Charter School

JOB DESCRIPTION:

HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of the principal, perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; participate in the recruitment, screening and processing of new personnel; provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

ESSENTIAL DUTIES:

- Perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed
- Participate in the recruitment, screening, testing and processing of new personnel according to established procedures; collect and process various employment forms and applications; arrange interview panels and testing activities; arrange and follow-up for clearance on Livescan/fingerprints and TB test
- Serve as an informational resource to employees, job applicants and the general public; respond to inquiries and provide information regarding job openings and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications; provide employment verifications; receive and respond to telephone calls, texts and e-mails as appropriate
- Input a variety of employee information and other personnel data into assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; ensure accuracy of input and output data
- Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with employee information, position control number, job location, job assignment, payroll information, sick and vacation leaves, and other related information; prepare documents for Board approval
- Prepare and distribute announcements for job openings; place advertisements in various media; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview packets; assure compliance with State and federal rules and regulations
- Provide information to new employees regarding vacation days, sick leave days, TB clearance, benefits and School rules and regulations; prepare the proper salary placement for review by the Principal and fiscal consultant; monitor employee longevity and benefits eligibility
- Utilize the computer and web-based substitute system as appropriate; locate and assist with arranging for substitutes including long-term substitutes, limited-term and provisional employees to cover employee absences or short-term needs; input and maintain substitute, limited term, and provisional employee records; process substitute, limited term and provisional employee applications and assist with hiring substitute, limited term and provisional staff;
- Organize and coordinate the screening, testing, scoring, data collection and processing of classified and/or certificated applicants according to established Education Code and human

resources procedures; perform compliance tracking and reporting of classified provisional and limited-term vacancies; report discrepancies and compliance tracking discrepancies to designated administrator

- Process State disability and paid family leave claim forms; respond to inquiries from State of California examiners
- Support the workers compensation program including filing claims and following up on claims.
- Input and track employee information in designated database/system; identify leave status; monitor leave dates and contact site supervisors to assure employees returned as scheduled; notify site supervisors of changes regarding duration of employees' leave of absence; process and file absence certificates; enter and monitor accrual of sick leave, personal leave, vacation and personal necessity leaves according to established timelines and guidelines
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; serve as an informational resource for employees regarding leave
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested
- Perform variety of clerical duties related to assigned activities such as answering phones, greeting visitors and duplicating materials as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE OF:

- Human resources office functions, practices and procedures
- Practices and procedures related to classified and/or certificated personnel
- Offers of employment protocols
- Applicable laws, codes, regulations, policies and procedures related to assigned human resources activities
- Operations, policies and objectives relating to human resources activities
- Record-keeping and report preparation techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone etiquette
- Modern office procedures and record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience and professionalism
- Operation of a computer and assigned software
- Technical aspects of field of specialty
- Data entry and retrieval techniques
- Mathematical computations

ABILITY TO:

- Perform a variety of technical duties in support of human resources operations and activities
- Participate in the recruitment, screening and processing of new personnel
Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures
- Prepare and maintain a variety of manual and automated personnel files, records and reports

- Prepare announcements for job openings and place advertisements
- Interpret, apply and explain rules, regulations, policies and procedures
- Distribute, screen and process employment applications and other personnel-related documents
- Maintain confidentiality of sensitive and privileged information
- Compose correspondence and written materials independently
- Keyboard or input data at an acceptable rate of speed
- Understand and follow oral and written instructions
- Operate a variety of office equipment including a computer and assigned software
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Complete work with many interruptions
- Determine appropriate action within clearly defined guidelines
- Make mathematical computations with speed and accuracy

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in human resources or related field and three years increasingly responsible administrative experience in a human resources office.

WORKING CONDITIONS AND OTHER INFORMATION:

ENVIRONMENT:

Office environment

Constant interruptions

Interactions with dissatisfied individuals

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Sitting or standing for extended periods of time
- Seeing to read a variety of materials
- Bending at the waist or kneeling to file and retrieve materials

OTHER INFORMATION:

Sacramento Valley Charter School is an equal opportunity employer. It is the policy of SVCS to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

**Sacramento Valley Charter School
Classified Employee Performance Evaluation**

Name:	Employee Identification #:
Position:	Department:
Email:	Phone:
Evaluator:	Position:

Probationary Employee	<input type="checkbox"/> 3 rd Month	<input type="checkbox"/> 6 th Month	<input type="checkbox"/> 9 th Month
Non-Probationary Employee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

E = Exceeds Standards, M = Meets Standards, I = Improvement Needed, U = Unsatisfactory

EVALUATION CRITERIA	E	M	I	U	COMMENTS:
1. QUALITY OF WORK					
a. Job Knowledge					
b. Accuracy					
c. Neatness					
d. Thoroughness					

2. QUANTITY OF WORK					
a. Completes work on time					
b. Volume of output					

3. WORK HABITS					
a. Attendance					
b. Punctuality					
c. Dependability					
d. Compliance with instructions					
e. Compliance with school and district work rules, policies, regulations, and safety practices.					
f. Ability to work without direct supervision					
g. Operation and care of work areas and equipment					
h. Organizes and uses time efficiently					
i. Adapts to changes in job duties and/or responsibilities					
j. Strives to improve processes, procedures, and routines.					

4. COMMUNICATION					
a. Communicates with school personnel, students, parents, and the public in an open, courteous, tactful, and constructive manner.					
b. Uses respectful, effective written and verbal communication skills.					

5. JUDGEMENT					
a. Exercises discretion and safeguards confidential information.					
b. Makes sound decisions under normal and unusual circumstances and during emergency situations.					

6. PROFESSIONALISM					
a.	Accepts responsibility for one's own actions.				
b.	Endeavors to improve techniques and to grow professionally				
c.	Is respectful to others in all interactions, communications, and actions.				
d.	Responds promptly to phone messages, emails and other communication from supervisors and staff				
e.	Collaborates respectfully with others to improve operations and efficiency				
f.	Accepts criticism and recommendations for improvement.				
g.	Treats all persons with respect and civility and resolves conflicts in a professional manner.				
h.	Exhibits professional demeanor appropriate to position.				

Employee Comments: (Attach supplemental pages as needed).

Evaluator's Noted Areas in Need of Improvement: (Attach supplemental pages as needed.)

Improvement Plan : (Attach supplemental pages as needed)

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____