Employee Performance Review Tool
Last Updated: 7/1/2024

Intended to be used by School Directors to complete Employee Performance Reviews.
See Table of Contents below for instructions for proper use of the tool. **NOTE: Only **BLUE** tabs and cells with **BLUE** font should be adjusted by the user.*

Table of Contents

Tab	Contents		Inputs?
Core Values			
Core Values	Oakmont Education Core Values with Descriptors	NO	Do not adjust
Input Sheets			
Demographic	Information includes school, director, and employee names.	YES	Please fill in information in BLUE font (e.g., School Name, School Director Name, and all employee names)
	The following score values will be utilized for the Core Values Demonstrated and the Core Instructional Practices/Required Skills - Performance: **0 - 3:** Ineffective **6 - 8:** Skilled **4 - 5**: Developing **9 - 10:** Accomplished		
Math	Clearly outlines 1) Core Values Demonstrated and 2) Core Instructional Practices (Teachers) or Required Skills for each position. These qualitative descriptions are intended to guide the quantitative rating of the employee being reviewed. Both the performance ratings and comments are to be captured and documented on this sheet.	**YES**	Please fill in information in **BLUE font** (e.g., Score and Comments)
LA	Clearly outlines 1) Core Values Demonstrated and 2) Core Instructional Practices (Teachers) or Required Skills for each position. These qualitative descriptions are intended to guide the quantitative rating of the employee being reviewed. Both the performance ratings and comments are to be captured and documented on this sheet.	**YES**	Please fill in information in **BLUE font** (e.g., Score and Comments)
Adm Asst	Clearly outlines 1) Core Values Demonstrated and 2) Core Instructional Practices (Teachers) or Required Skills for each position. These qualitative descriptions are intended to guide the quantitative rating of the employee being reviewed. Both the performance ratings and comments are to be captured and documented on this sheet.	**YES**	Please fill in information in **BLUE font** (e.g., Score and Comments)
Summary Sheets			
School Summary	Summary of Team Value Alignment and Team Skill Alignment by Employee name as well as a populated matrix with all employee data.	NO	Do not adjust

Core Values

Innovative

You are a creative thinker

You propose outside the box solutions to problems

You consistently seek out ways to improve results

You challenge "the we've always done it" type of thinking and suggest alternative approaches

You minimize complexity and seek to simplify

Authentic

You are honest and transparent in interactions with every Oakmont employee and stakeholder

You challenge actions inconsistent with our values

You say only things about fellow employees you would say directly to them

You say what you think even if its controversial

Committed

You put in the "extra" hard work to get the job, or a task, done well and on time

You lead by example and are not afraid to get your hands dirty

You are loyal to Oakmont's aspiration and make time to help colleagues

You care intensely about Oakmont's success

Driven

You are competitive and want to be the best at what you do

You inspire others with your quest for excellence

You persevere through difficult situations without theatrics

You view failure to meet goals as personal growth opportunities and are tenacious in your efforts to improve

OAKMONT EDUCATION

Oakmont Education - Performance Summary

School / Location: *0*

School Director Name: *0*

Assistant Director Name: *0*

Team Member Names	Values	Skills
0	#DIV/0!	######
0	#DIV/0!	######
0	#DIV/0!	######
0	#DIV/0!	0.0
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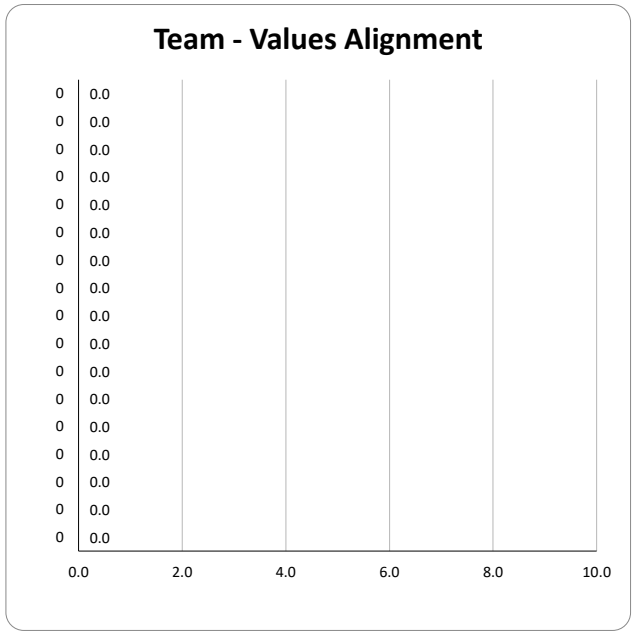
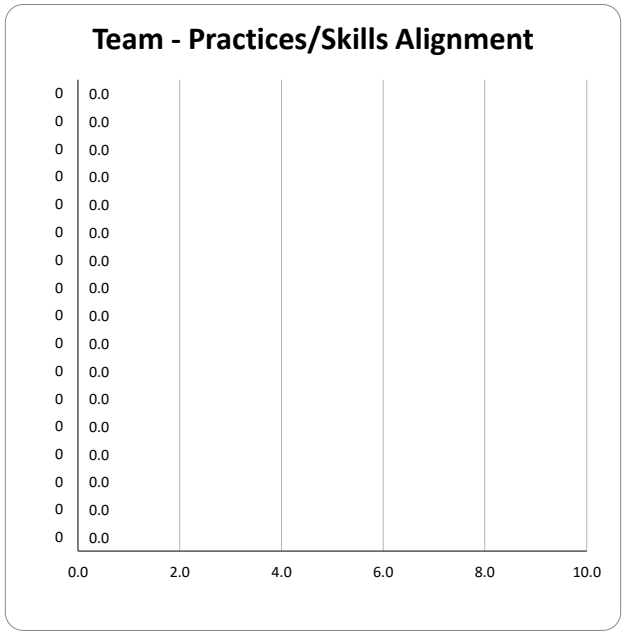
0	#DIV/0!	######
0	#DIV/0!	######
0	#DIV/0!	######
Average ALL Staff	**#DIV/0!**	**######**

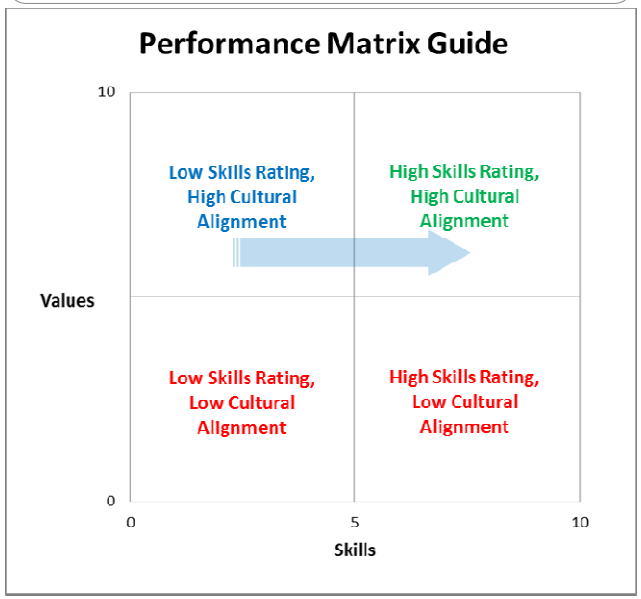


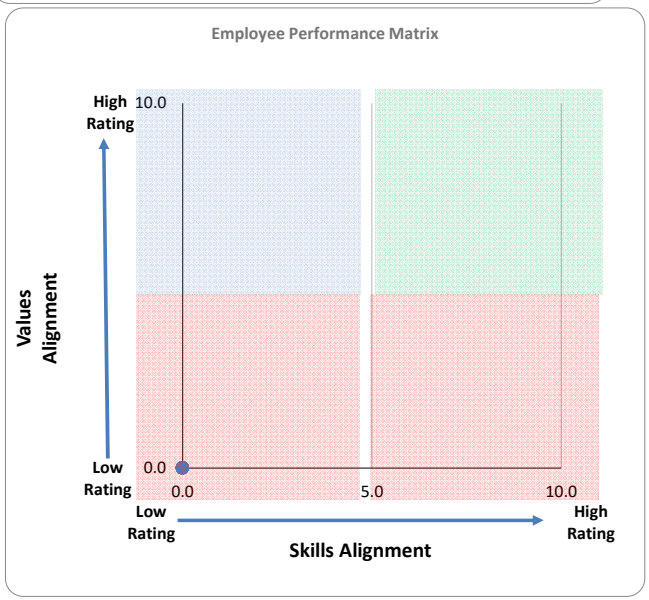


Summarized Performance

OAKMONT EDUCATION

"Innovative. Authentic. Committed. Driven."





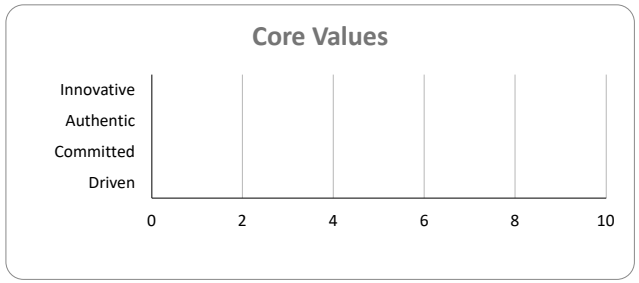
Oakmont Education - Performance Summary

School / Location: *0*

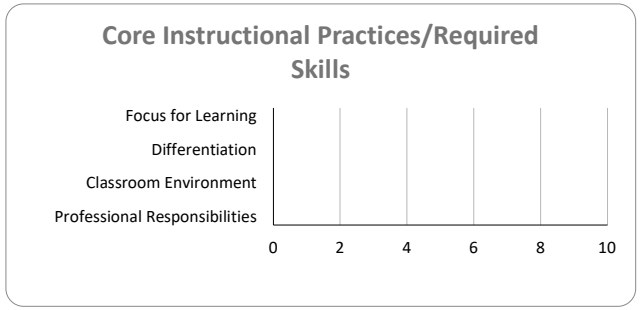
Employee Name: *0*

Position Title: *Science Teacher*

Core Values Demonstrated	Rating	Notes (explain rating using Rubrics and needed improvements)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Core Instructional Practices/	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Focus for Learning		
Knowledge of Students		
Differentiation		
Resources		
Classroom Environment		
Assessment of Student		
Professional Responsibilities		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
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OAKMONT EDUCATION

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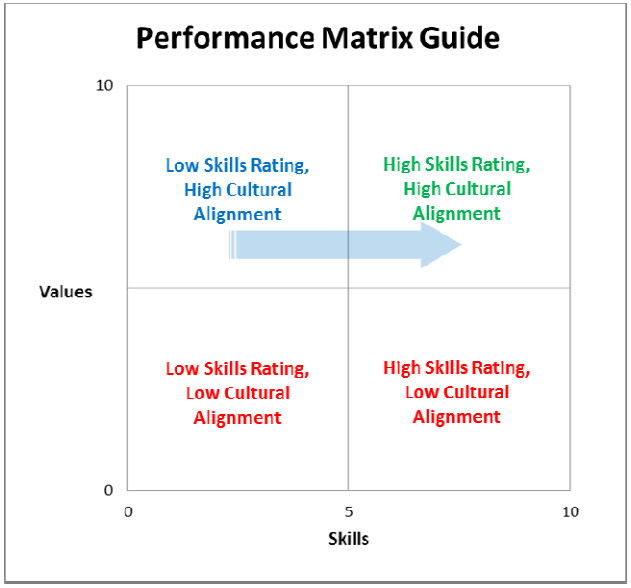
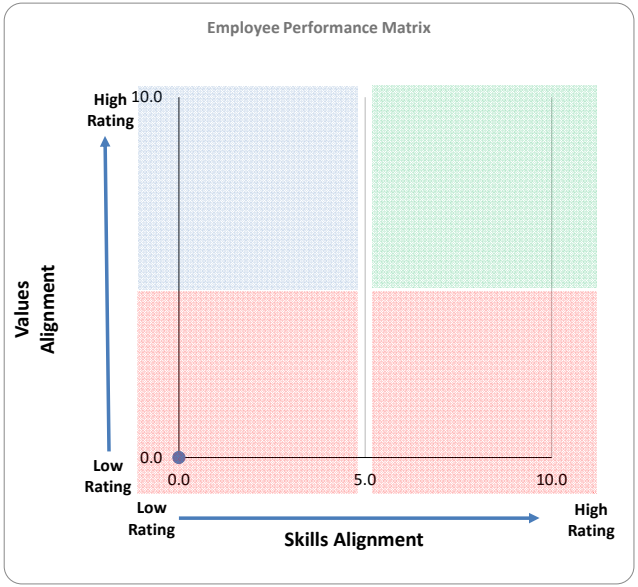




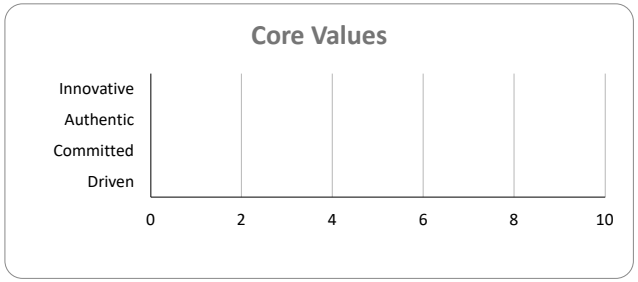
Oakmont Education - Performance Summary

School / Location: *0*

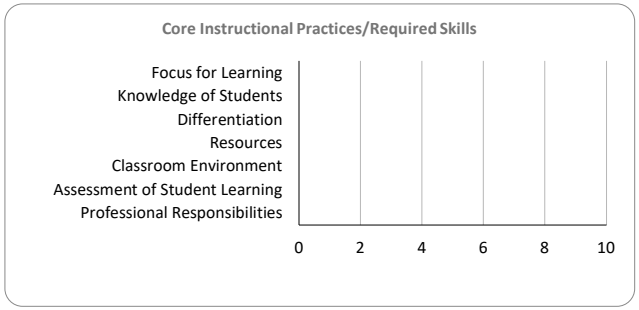
Employee Name: *0*

Position Title: *LA Teacher*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Core Instructional Practices/	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Focus for Learning		
Knowledge of Students		
Differentiation		
Resources		
Classroom Environment		
Assessment of Student		
Professional Responsibilities		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
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OAKMONT EDUCATION

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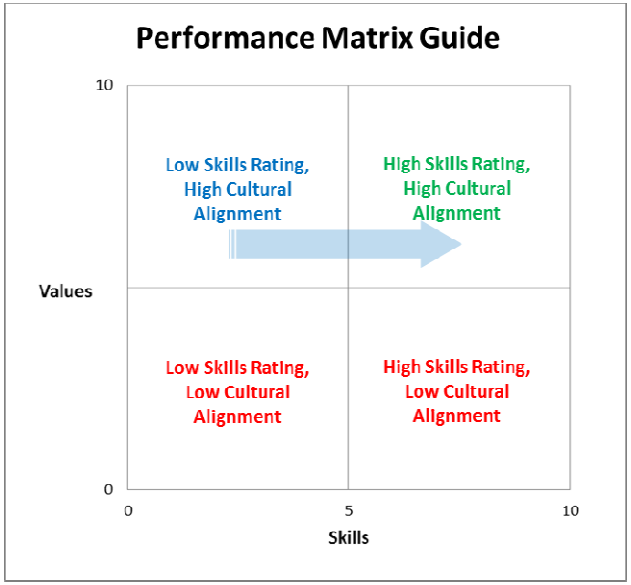
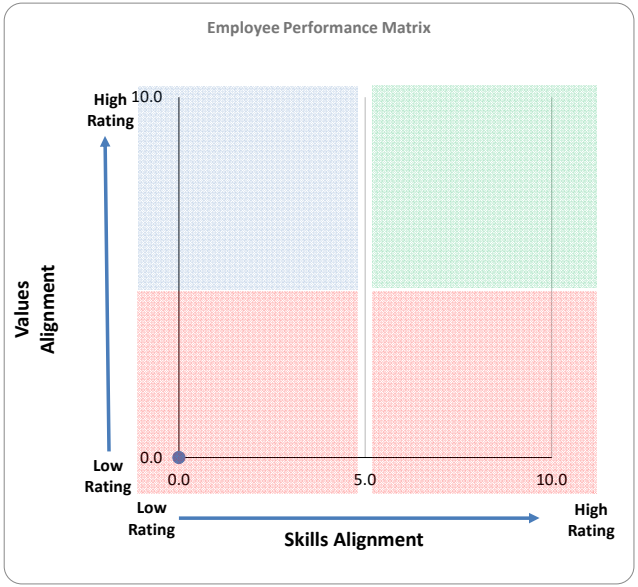




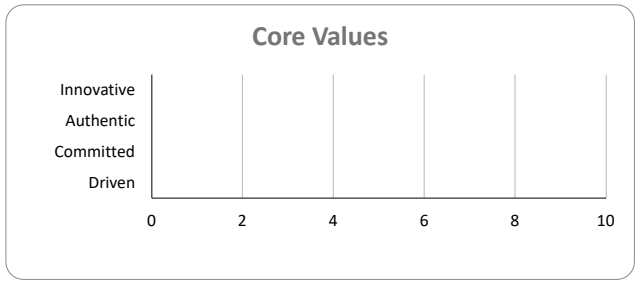
Oakmont Education - Performance Summary

School / Location: *0*

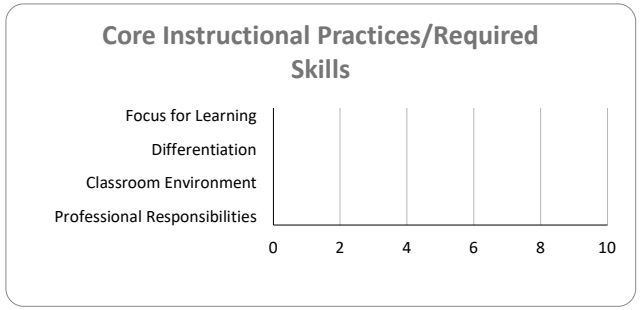
Employee Name: *0*

Position Title: *SS Teacher*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Core Instructional Practices/	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Focus for Learning		
Knowledge of Students		
Differentiation		
Resources		
Classroom Environment		
Assessment of Student		
Professional Responsibilities		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
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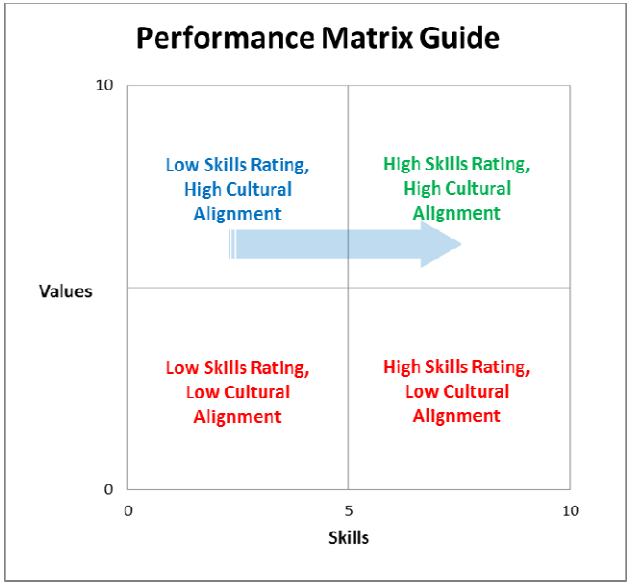
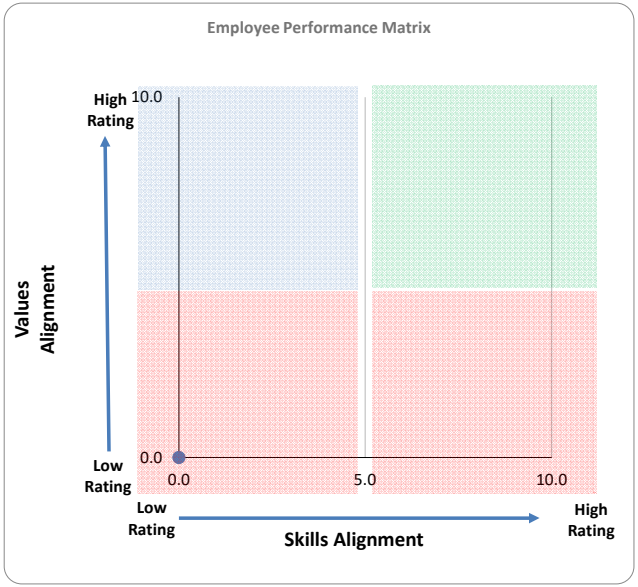




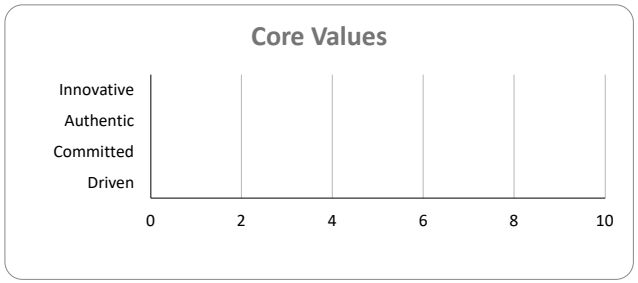
Oakmont Education - Performance Summary

School / Location: *0*

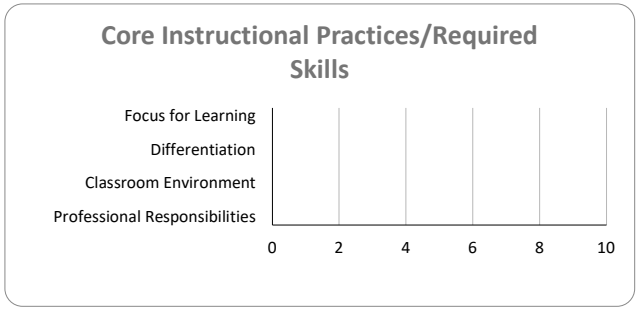
Employee Name: *0*

Position Title: *Construction Teacher*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Core Instructional Practices/	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Focus for Learning		
Knowledge of Students		
Differentiation		
Resources		
Classroom Environment		
Assessment of Student		
Professional Responsibilities		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
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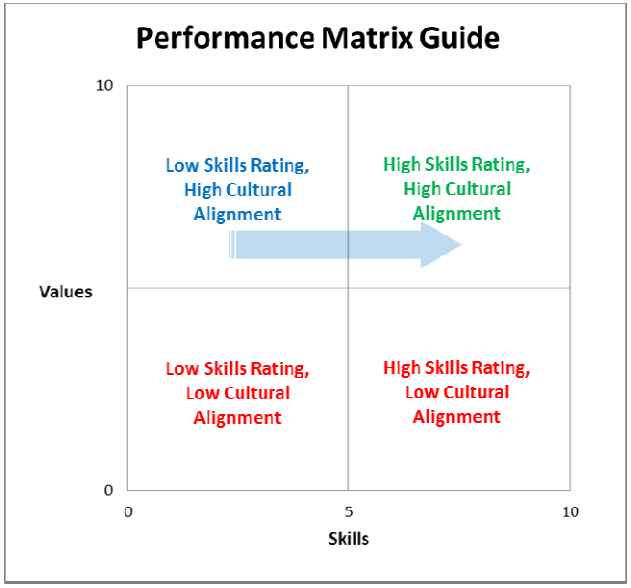
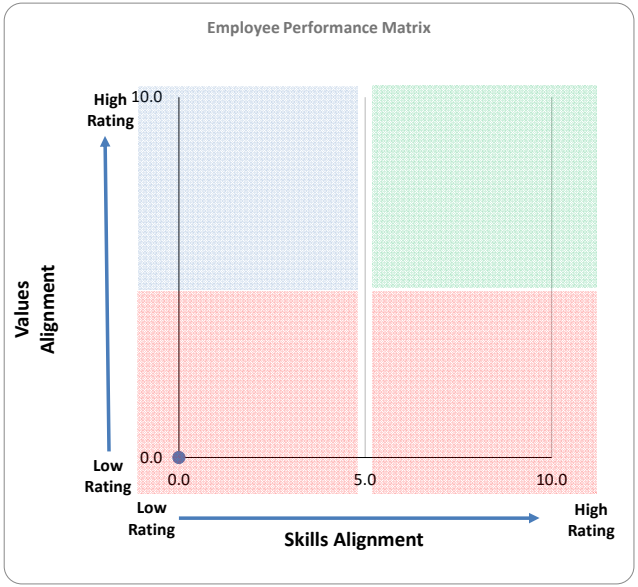




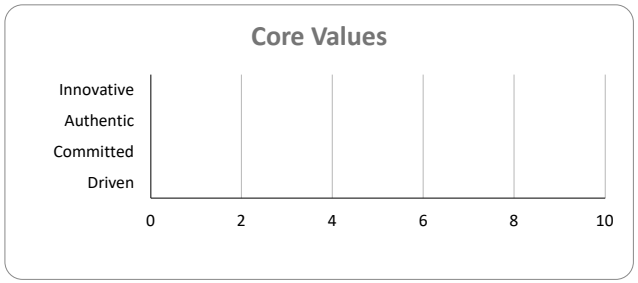
Oakmont Education - Performance Summary

School / Location: *0*

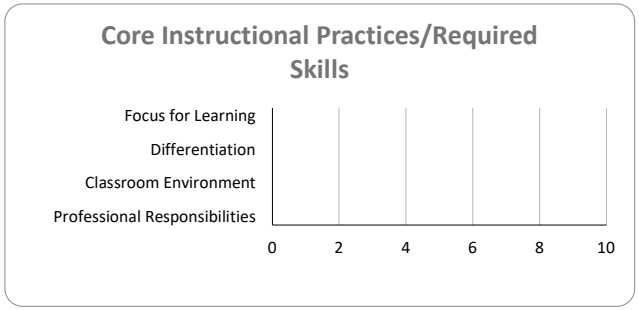
Employee Name: *0*

Position Title: *Healthcare Teacher*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Core Instructional Practices/	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Focus for Learning		
Knowledge of Students		
Differentiation		
Resources		
Classroom Environment		
Assessment of Student		
Professional Responsibilities		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
	#DIV/0!	######

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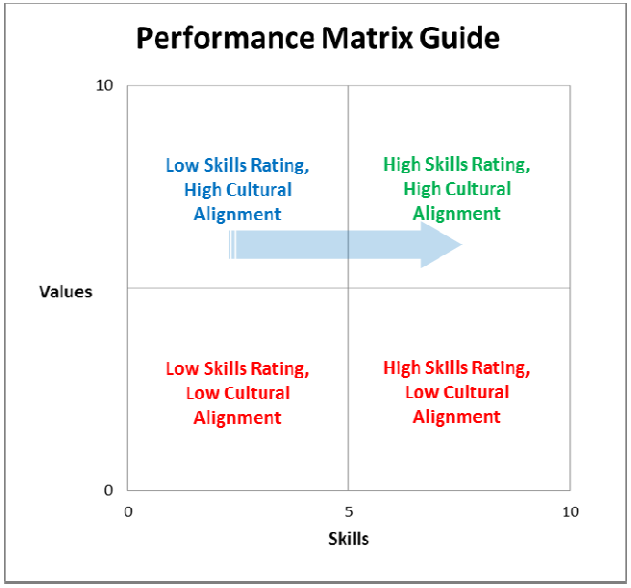
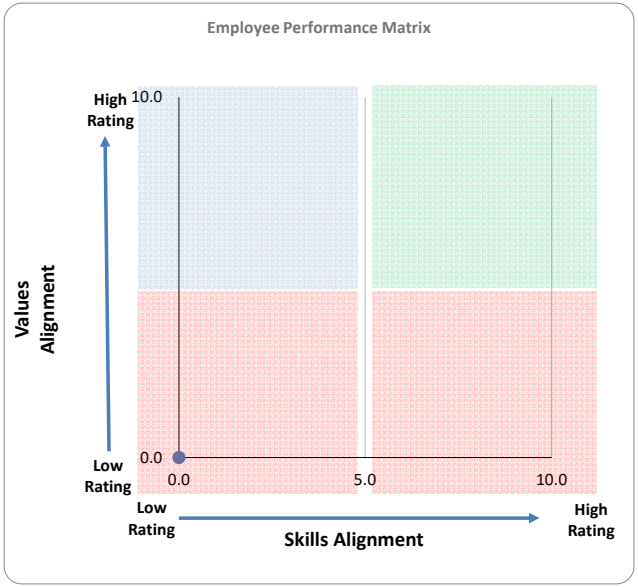




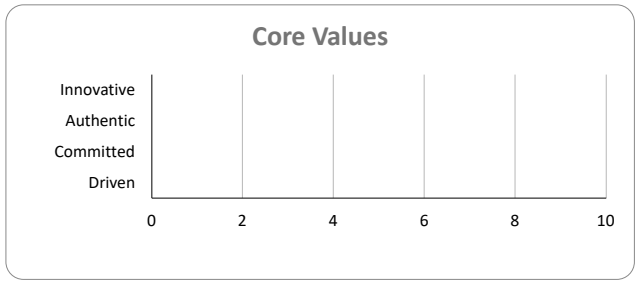
Oakmont Education - Performance Summary

School / Location: *0*

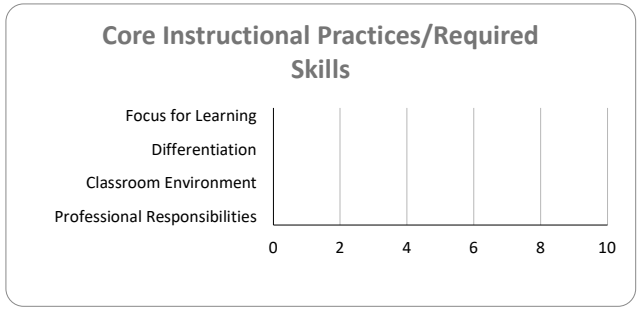
Employee Name: *0*

Position Title: *CTE Business Instructor*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Core Instructional Practices/	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Focus for Learning		
Knowledge of Students		
Differentiation		
Resources		
Classroom Environment		
Assessment of Student		
Professional Responsibilities		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
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OAKMONT EDUCATION

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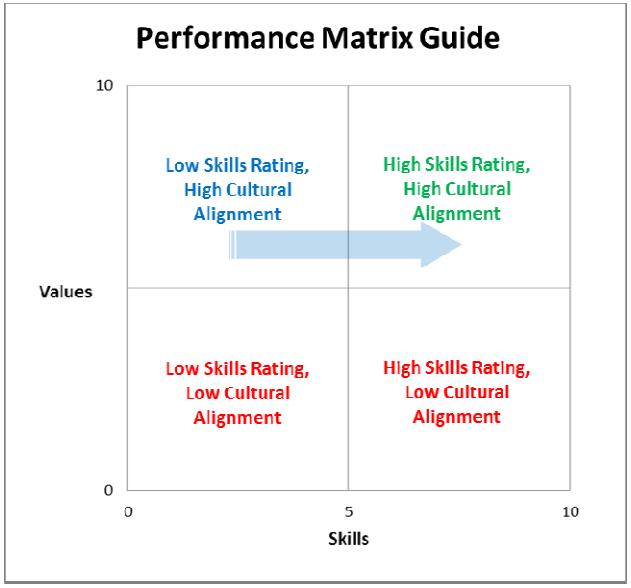
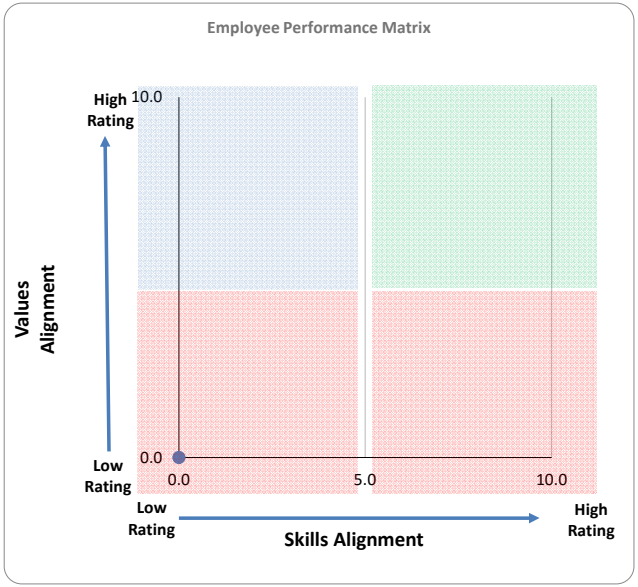




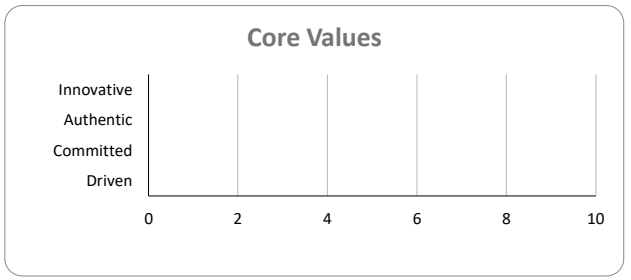
Oakmont Education - Performance Summary

School / Location: *0*

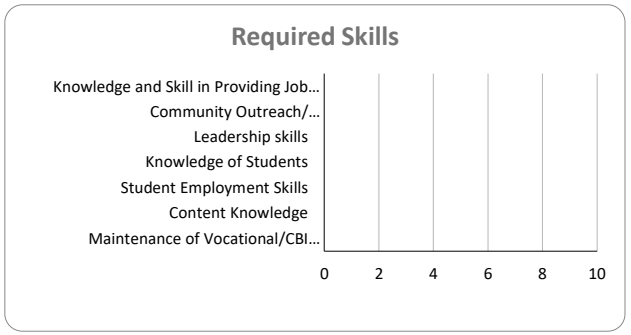
Employee Name: *0*

Position Title: *Placement Specialist*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Required Skills - Performance	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Knowledge and Skill in		
Community Outreach/		
Leadership skills		
Knowledge of Students		
Student Employment Skills		
Content Knowledge		
Maintenance of		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
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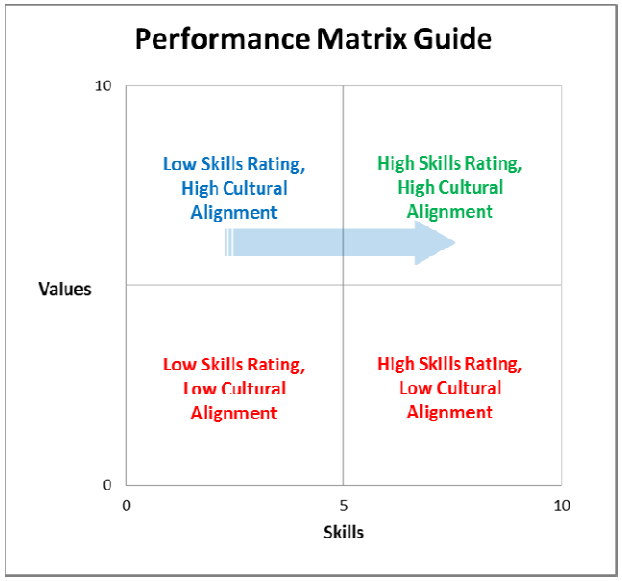
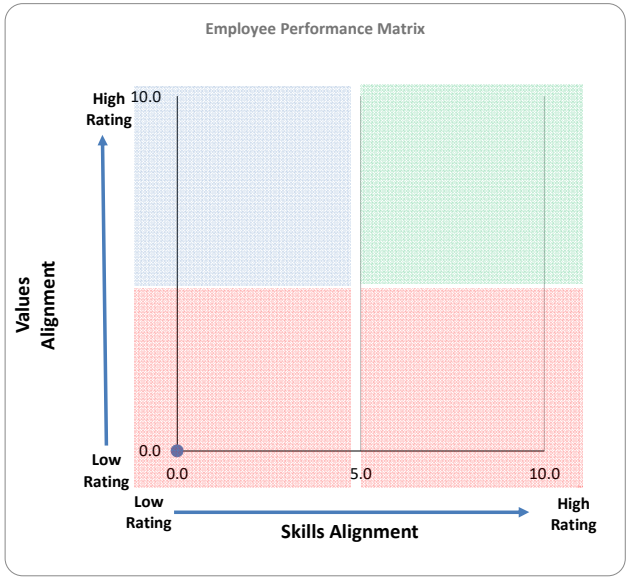




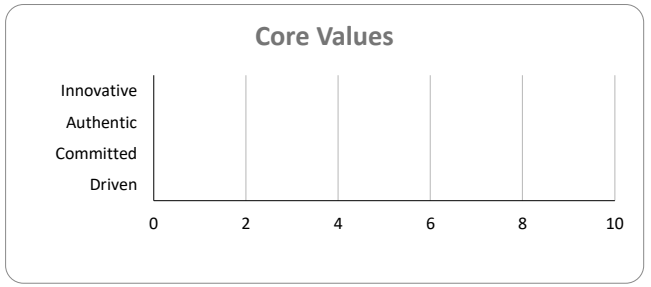
Oakmont Education - Performance Summary

School / Location: *0*

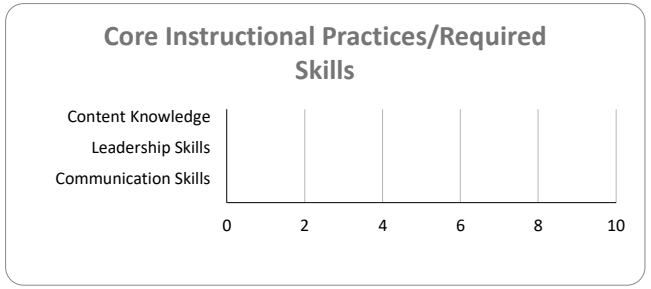
Employee Name: *0*

Position Title: *Intervention Specialist*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Core Instructional Practices/	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Content Knowledge		
Focus for Learning		
Leadership Skills		
Knowledge of Students		
Communication Skills		
Classroom Environment		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
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OAKMONT EDUCATION

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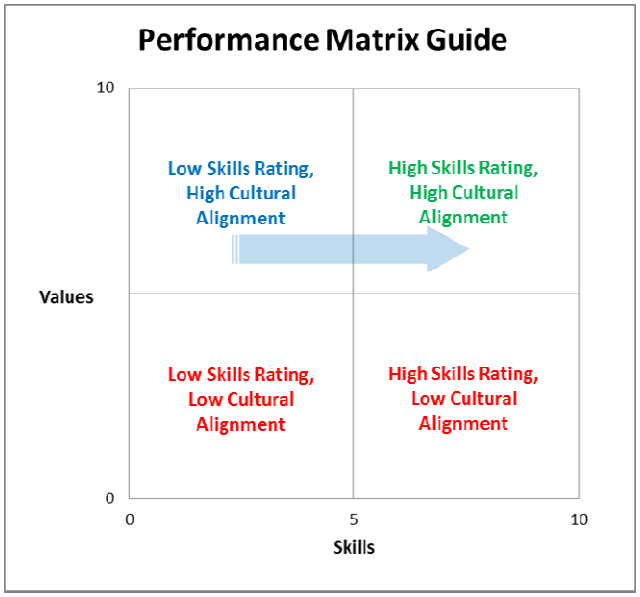
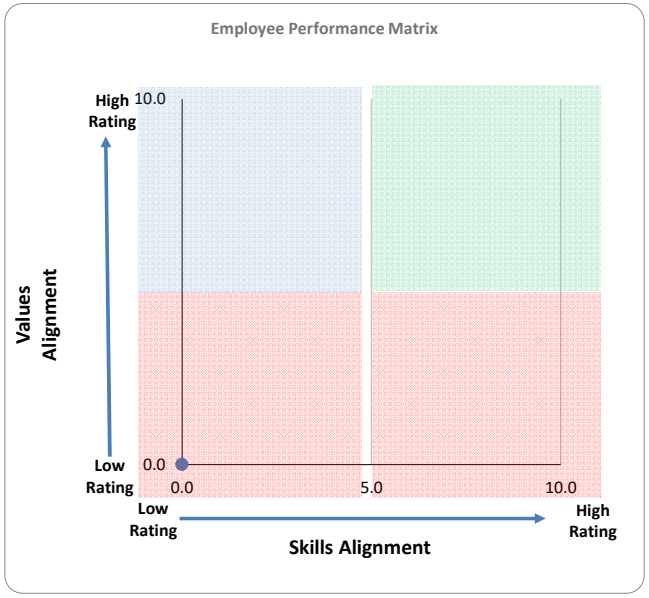




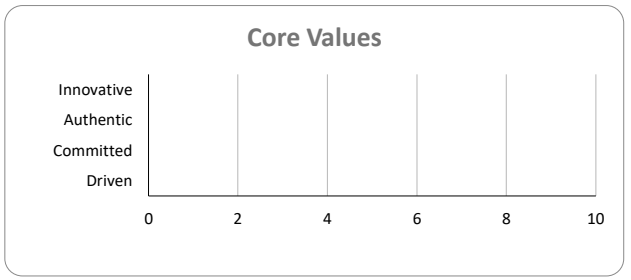
Oakmont Education - Performance Summary

School / Location: *0*

Employee Name: *0*

Position Title: *Family Advocate*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Required Skills - Performance	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Knowledge of Community		
Focus on Self-Improvement		
Leadership skills		
Knowledge of Students		
Communication skills		
Community Engagment		
Average	**#DIV/0!**	

Summarized Performance	Values	Skill
	#DIV/0!	######

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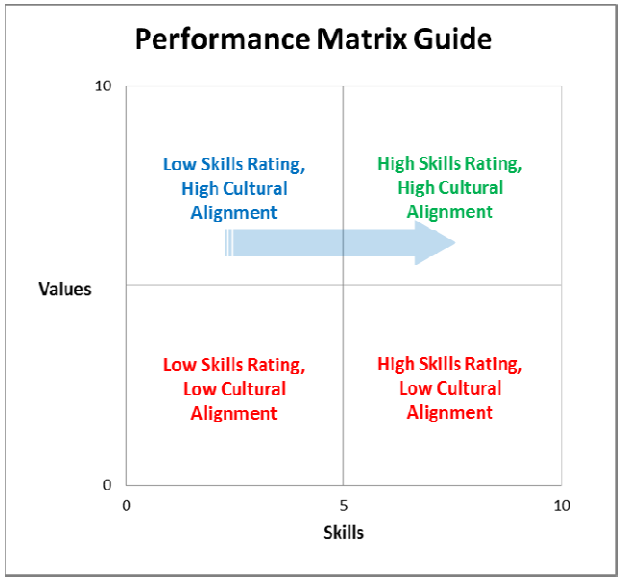
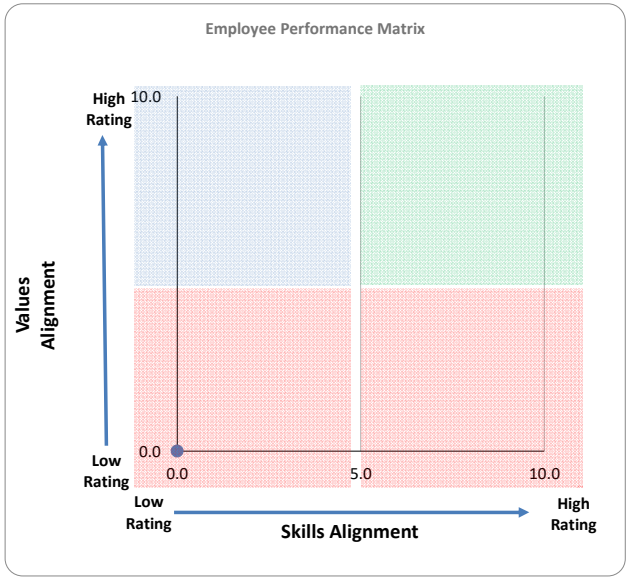




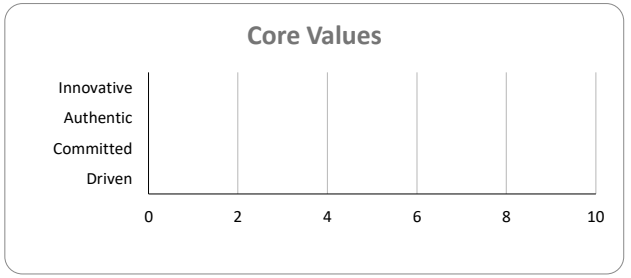
Oakmont Education - Performance Summary

School / Location: *0*

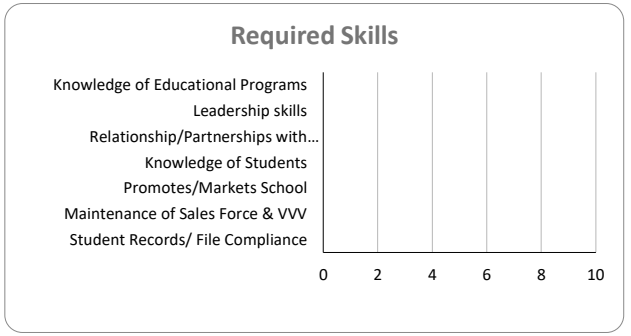
Employee Name: *0*

Position Title: *Enrollment*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Required Skills - Performance	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Knowledge of Educational Programs		
Leadership skills		
Relationship/Partnerships with Parents		
Knowledge of Students		
Promotes/Markets School		
Maintenance of Sales Force & VVV		
Student Records/ File Compliance		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
	#DIV/0!	######

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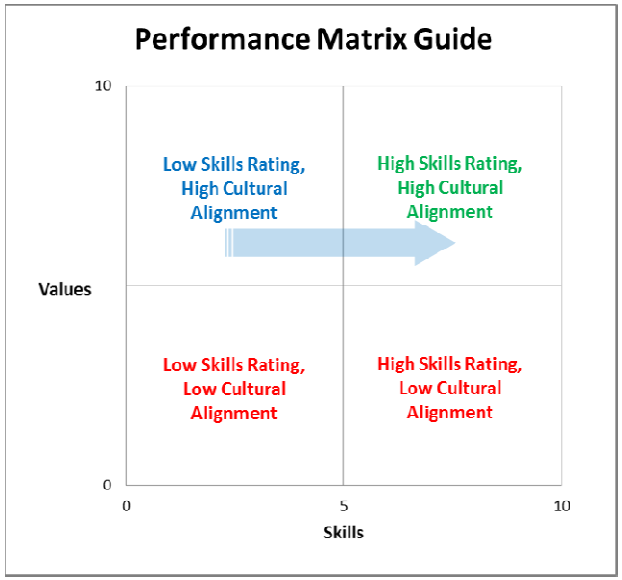
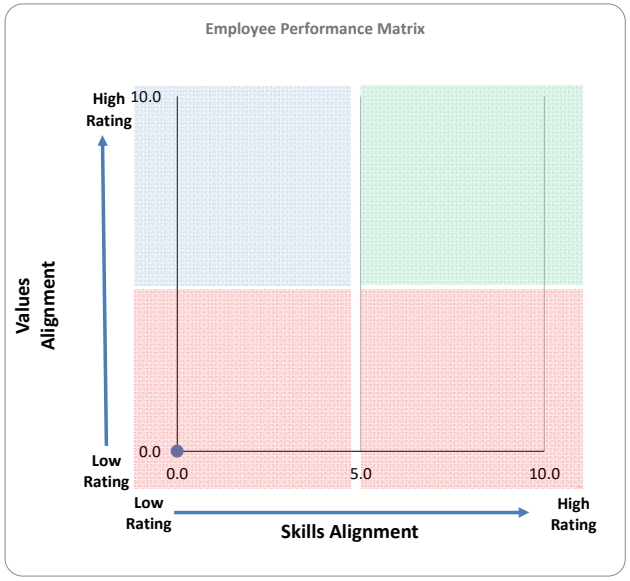




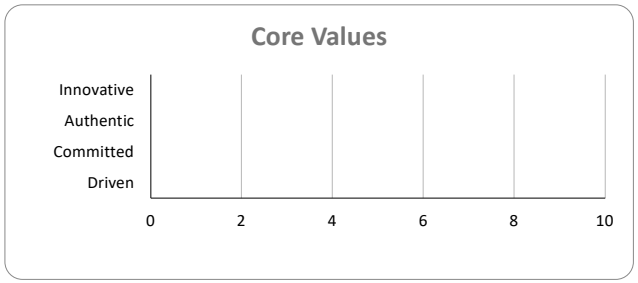
Oakmont Education - Performance Summary

School / Location: *0*

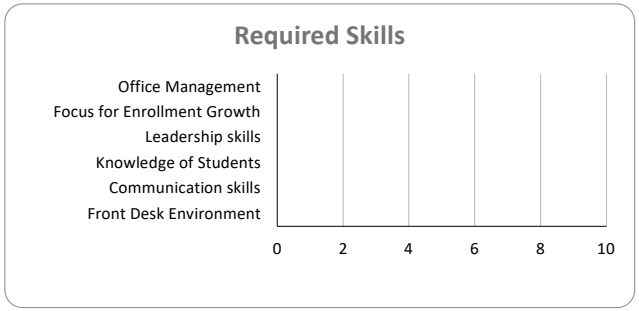
Employee Name: *0*

Position Title: *Student Success Coordinator*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Required Skills - Performance	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Office Management		
Focus for Enrollment Growth		
Leadership skills		
Knowledge of Students		
Communication skills		
Front Desk Environment		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
	#DIV/0!	######

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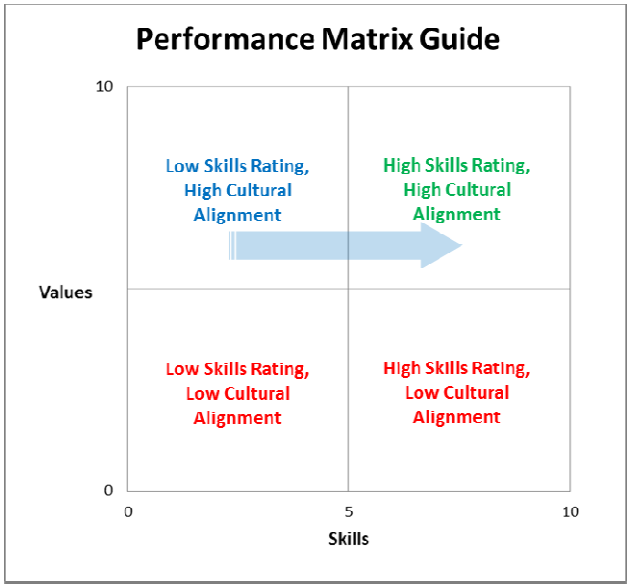
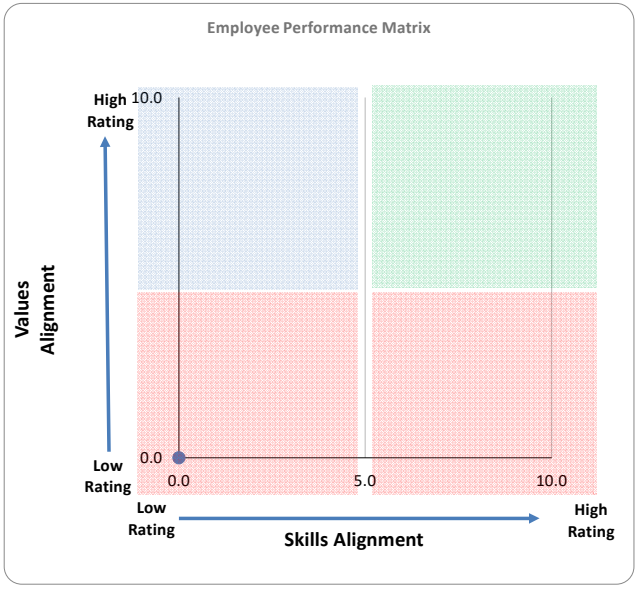




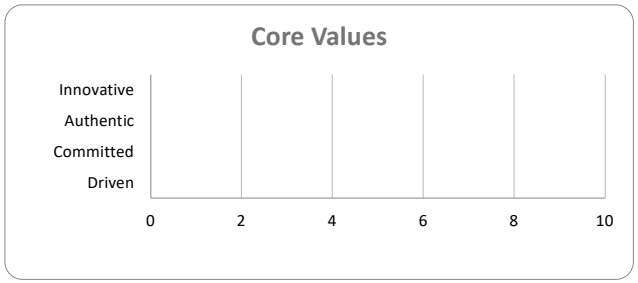
Oakmont Education - Performance Summary

School / Location: *0*

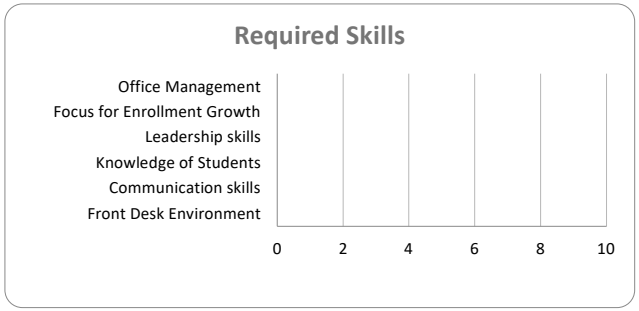
Employee Name: *0*

Position Title: *Dean of Students*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Required Skills - Performance	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Office Management		
Focus for Enrollment Growth		
Leadership skills		
Knowledge of Students		
Communication skills		
Front Desk Environment		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
	#DIV/0!	######

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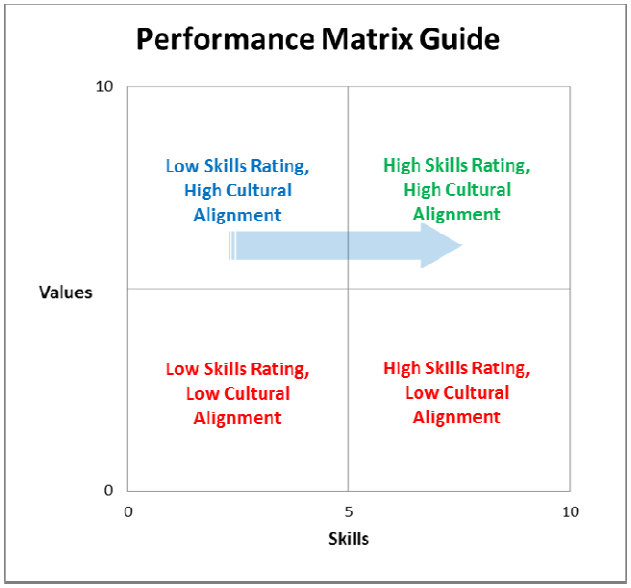
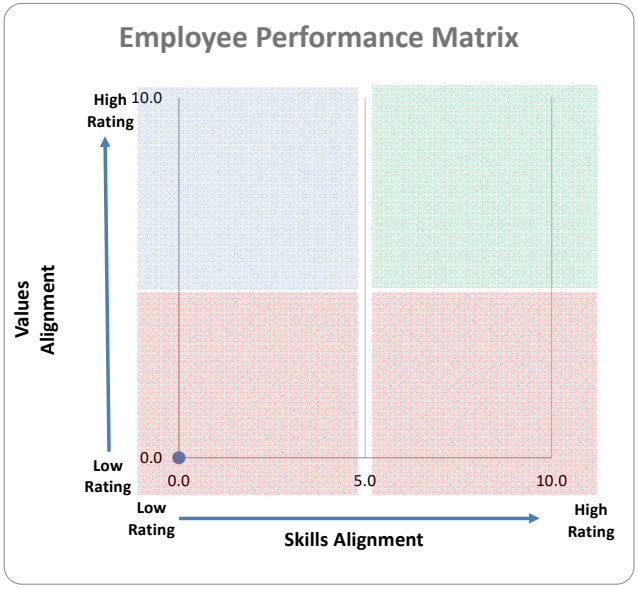




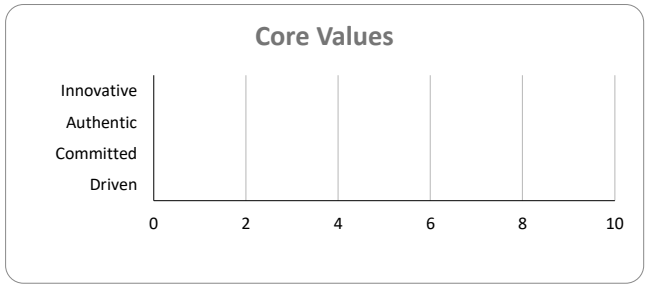
Oakmont Education - Performance Summary

School / Location: *0*

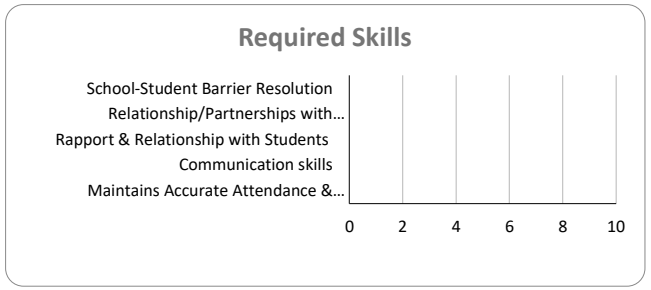
Employee Name: *0*

Position Title: *Retention/Attendance Specialist*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative	0	
Authentic	0	
Committed	0	
Driven	0	
Average	**0.0**	



Required Skills - Performance	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
School-Student Barrier	0	
Relationship/Partnerships	0	
Rapport & Relationship with	0	
Communication skills	0	
Maintains Accurate	0	
Average	**0.0**	



Summarized Performance	Values	Skill
	0.0	0.0

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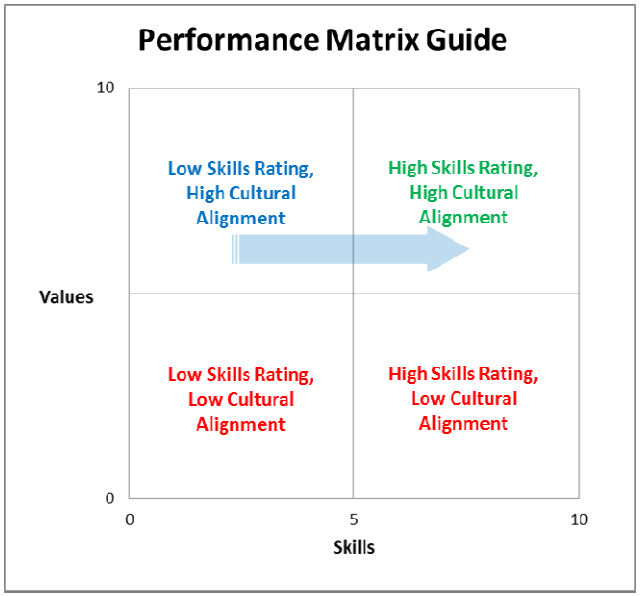
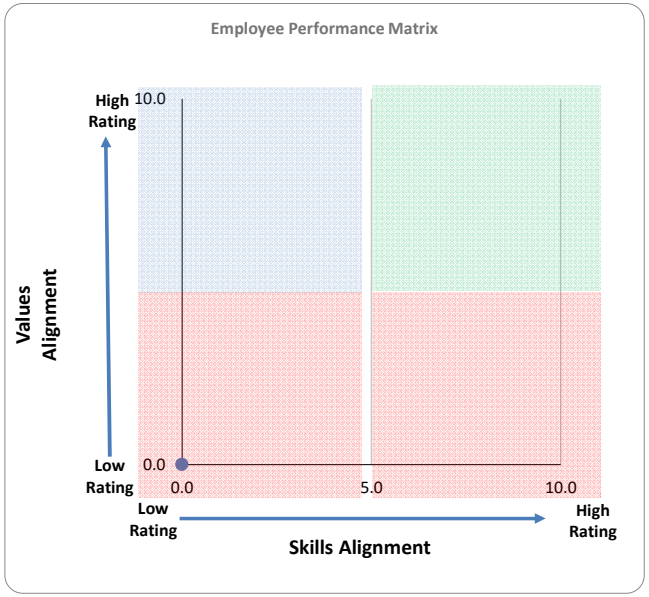




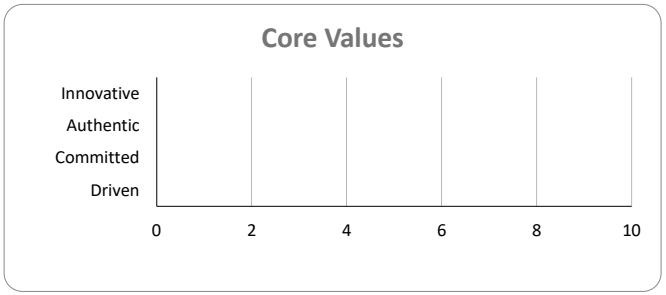
Oakmont Education - Performance Summary

School / Location: *0*

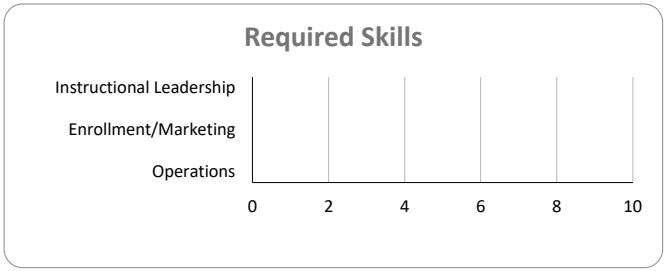
Employee Name: *0*

Position Title: *Assistant Director*

Core Values Demonstrated	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Innovative		
Authentic		
Committed		
Driven		
Average	**#DIV/0!**	



Required Skills - Performance	Rating	Notes / Comments (why rated as is, and what is needed for improvement)
Instructional Leadership		
Leadership Skills (Five		
Enrollment/Marketing		
Communication skills		
Operations		
Average	**#DIV/0!**	



Summarized Performance	Values	Skill
	#DIV/0!	######

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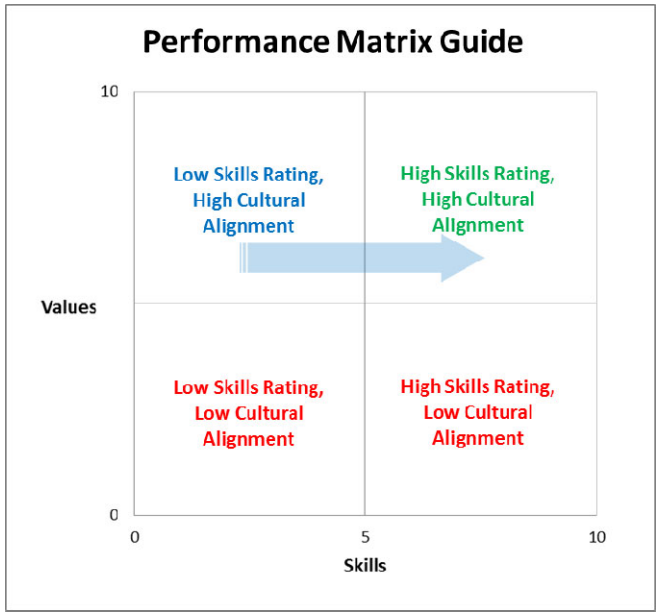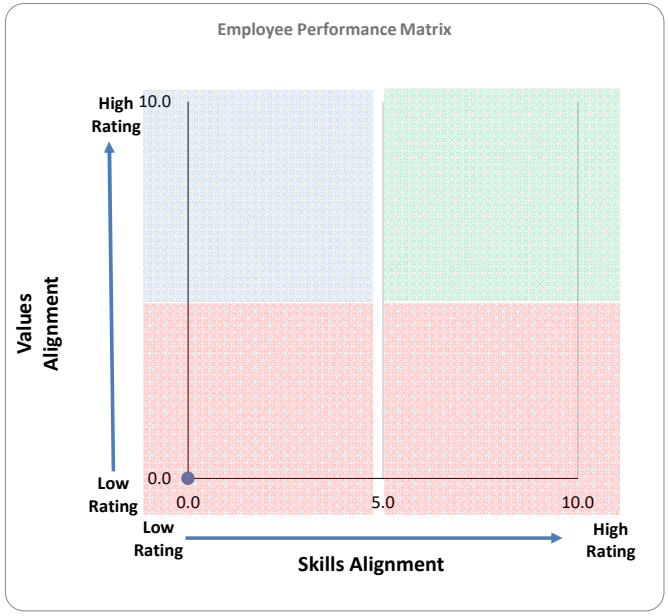
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