

ADMINISTRATIVE SECRETARY FOR SUPPORT/DATA SERVICES EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. JOB KNOWLEDGE AND SKILLS: Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Maintains District transportation records and develops transportation schedules and programs, as well as coordinating field trips with transportation company and the building.	U	N	P	E	N/A
C.	Prepares annual Transportation Reimbursement Claim Form	U	N	P	E	N/A
D.	Provides building secretaries and administrators with technical support, training, and assistance with Skyward Student Management System	U	N	P	E	N/A
E.	Creates reports and information for District Staff as requested.	U	N	P	E	N/A
F.	Oversees data for district state mandated requirements.	U	N	P	E	N/A
G.	Generates and uploads required state reports to ISBE Student Information.	U	N	P	E	N/A
H.	Coordinates IAR/DLM testing, including submitting enrollment numbers, pre-id label lists and demographic reports.	U	N	P	E	N/A
I.	Coordinates District English Language Information, KIDS, Student and Teacher course assignments and Evidenced Based Funding information in Skyward.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Demonstrates a commitment to the organization.	U	N	P	E	N/A
E.	Communicates effectively.	U	N	P	E	N/A
F.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
G.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
H.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard Word, internet usage, email usage and Google Applications office software applications, including Microsoft	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:

Does not meet job requirements

Needs Improvement:

Progressing toward job requirements.

Proficient:

Meets job requirements.

Excellent:

Exceeds job requirements

SUPPORT STAFF EVALUATION HANDBOOK

STREATOR ELEMENTARY SCHOOL DISTRICT #44

Effective July 1, 2020

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WELCOME!

Welcome to your Evaluation Handbook! The vision of the Streator Elementary School District #44 is that *We, at Streator Elementary School District #44, in cooperation with the community, will provide a comprehensive curriculum designed to help all students reach their full potential, become life-long learners and productive members of society.* We realize that this can only be accomplished through a staff committed to continuous improvement through teamwork, collaboration, and transparency. We embrace these values and strive to instill them in our staff at all levels, because every employee's role is crucial to our success. This handbook has been developed in cooperation with the Streator Education Association and is for all support staff covered by the collective bargaining agreement.

EVALUATION GUIDELINES

Evaluation Guidelines: Administrators are to use the following guidelines, along with Article 25 of the SEA Contract, when completing this evaluation.

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Needs Improvement" or "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.
- For any staff member receiving an overall rating of "Needs Improvement" or "Unsatisfactory" on his/her evaluation, a second evaluation will be required by an administrator no earlier than 30 employment days from the previous evaluation and no later than 40 employment days.

BOARD OF EDUCATION SECRETARY/HUMAN RESOURCES GENERALIST EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. JOB KNOWLEDGE AND SKILLS: Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Assists the Superintendent in compiling minutes, maintaining Board records and preparing Board meeting packets and setting up for meetings.	U	N	P	E	N/A
C.	Attends all Regular and Special Board of Education meetings, and Committee meetings to take minutes and audio record closed Session.	U	N	P	E	N/A
D.	Tracks Board member training and posts on District website.	U	N	P	E	N/A
E.	Processes staff development forms/requests and paperwork.	U	N	P	E	N/A
F.	Prepares monthly financial reports for the Board.	U	N	P	E	N/A
G.	Register, number and countersign all bonds issued by the District.	U	N	P	E	N/A
H.	Keep a record, by fund, of the District’s financial transactions.	U	N	P	E	N/A
I.	Sign all lawful orders of the Board of Education.	U	N	P	E	N/A
J.	Maintain record of all inter-fund loans made by the District.	U	N	P	E	N/A
K.	Oversee Human Resources Software program.	U	N	P	E	N/A
L.	Maintains and processes records for staff time off.	U	N	P	E	N/A
M.	Processes and maintains employee accident reports and communicates with the Workman’s Comp. Insurance carrier, as well as sends any medical bills.	U	N	P	E	N/A
N.	Balances and reconciles District checking and imprest fund accounts.	U	N	P	E	N/A

0.	Assists Superintendent with special projects as needed.	U	N	P	E	N/A
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Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard office software applications, including Microsoft Word, internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:

Does not meet job requirements

Needs Improvement:

Progressing toward job requirements.

Proficient:

Meets job requirements.

Excellent:

Exceeds job requirements

BOOKKEEPER EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Maintains and operates invoice system	U	N	P	E	N/A
C.	Provides billing for payment and records and maintains account payable and accounts receivable	U	N	P	E	N/A
D.	Performs payroll operations	U	N	P	E	N/A
E.	Posts receipts and makes bank deposits	U	N	P	E	N/A
F.	Operates computer using in-depth knowledge of the financial program	U	N	P	E	N/A
G.	Provides computerized financial reports	U	N	P	E	N/A
H.	Serves as District contact person for financial functions of the Skyward Financial System	U	N	P	E	N/A
I.	Administers retirement plans for TRS and IMRF	U	N	P	E	N/A
J.	Processes W-2's	U	N	P	E	N/A
K.	Daily banking delivery	U	N	P	E	N/A
L.	Compiles quarterly reports including cash flow analysis as required by the State of Illinois	U	N	P	E	N/A
M.	Administers District health insurance plan	U	N	P	E	N/A
N.	Completes Annual Reports including but not limited to TRS, Salary and Benefit Report, and EIS Report	U	N	P	E	N/A
O.	Maintains Imprest Fund Account	U	N	P	E	N/A
P.	Provide support for the Superintendent as needed	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard office software applications, including Microsoft Word, internet usage, email usage and Google Applications.	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory: Does not meet job requirements

Needs Improvement: Progressing toward job requirements.

Proficient: Meets job requirements.

Excellent: Exceeds job requirements

CAFETERIA MANAGER EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. JOB KNOWLEDGE AND SKILLS: Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Recruits, supervises, and employs all central kitchen personnel and servers.	U	N	P	E	N/A
C.	Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.	U	N	P	E	N/A
D.	Orders all necessary supplies	U	N	P	E	N/A
E.	Maintains and inventories all kitchen equipment and supplies	U	N	P	E	N/A
F.	Maintains federal, state, and local records relative to food service	U	N	P	E	N/A
G.	Maintains the highest standards of safety and cleanliness in the school district food service facilities	U	N	P	E	N/A
H.	Prepares food according to planned menus meeting state guidelines	U	N	P	E	N/A
I.	Maintains storage and inventory records of both local purchases and federal surplus commodities.	U	N	P	E	N/A
J.	Supervises the preparation and serving of all food in the central kitchen.	U	N	P	E	N/A
K.	Maintains daily cost log data for accurate determination of the cost for all types of meals.	U	N	P	E	N/A
L.	Correlates the food service program with other school activities through cooperation with the building principals.	U	N	P	E	N/A
M.	Recommends necessary purchases of capital outlay equipment to the Superintendent.	U	N	P	E	N/A
N.	Assumes primary responsibility for maintenance of safe working environment.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations of school by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard office software applications, including Microsoft Word, internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory: Does not meet job requirements

Needs Improvement: Progressing toward job requirements.

Proficient: Meets job requirements.

Excellent: Exceeds job requirements

CAFETERIA SERVER EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Performs various duties for food serving efficiently and timely	U	N	P	E	N/A
C.	Complies with all food safety requirements, including wardrobe, handwashing, and hair net requirements.	U	N	P	E	N/A
D.	Assists in the serving of the assigned school meal program.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. **PROFESSIONALISM:** Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the kitchen/building standards.	U	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	P	E	N/A
C.	Works collaboratively with other kitchen staff.	U	P	E	N/A
D.	Communicates effectively.	U	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

- | | |
|---------------------------|--------------------------------------|
| Unsatisfactory: | Does not meet job requirements |
| Needs Improvement: | Progressing toward job requirements. |
| Proficient: | Meets job requirements. |
| Excellent: | Exceeds job requirements |

CASHIER EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for employee::

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Collects payments daily on food items from students and staff for the purpose of completing transactions and/or securing funds	U	N	P	E	N/A
C.	Complies with all food safety requirements, including wardrobe, handwashing, and hair net requirements.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. **PROFESSIONALISM:** Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the kitchen/building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other kitchen staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

- | | |
|---------------------------|--------------------------------------|
| Unsatisfactory: | Does not meet job requirements |
| Needs Improvement: | Progressing toward job requirements. |
| Proficient: | Meets job requirements. |
| Excellent: | Exceeds job requirements |

COOK EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. JOB KNOWLEDGE AND SKILLS: Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Performs various duties for food preparation efficiently and timely as assigned by Director of Food Services	U	N	P	E	N/A
C.	Cleans utensils, equipment and storage, food preparation and serving areas daily for the purpose of maintaining sanitary conditions	U	N	P	E	N/A
D.	Responsible for labeling, covering and storing foods	U	N	P	E	N/A
E.	Knowledgeable in the use of kitchen utensils and equipment	U	N	P	E	N/A
F.	Distributes food in a timely manner	U	N	P	E	N/A
G.	Attends training at the start of each school year to monitor students' food choices daily for the purpose of meeting mandated meal component requirements and ensuring adequate nutrition for USDA meal reimbursements.	U	N	P	E	N/A
H.	Complies with all food safety requirements, including wardrobe, handwashing, and hair net requirements.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive atmosphere.

A.	Dresses neatly and in accordance with the kitchen/building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other kitchen staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations of kitchen by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:	Does not meet job requirements
Needs Improvement:	Progressing toward job requirements.
Proficient:	Meets job requirements.
Excellent:	Exceeds job requirements

DELIVERY DRIVER EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Provides assistance in the delivery of food and maintenance supplies, daily District mail delivery and instructional supplies	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. **PROFESSIONALISM:** Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations of District by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard office software applications, including email usage and Employee Access System.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

- | | |
|---------------------------|--------------------------------------|
| Unsatisfactory: | Does not meet job requirements |
| Needs Improvement: | Progressing toward job requirements. |
| Proficient: | Meets job requirements. |
| Excellent: | Exceeds job requirements |

DIRECTOR OF TECHNOLOGY EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Directs and participates in the establishment of goals and objectives for information processing and retrieval resources, office automation, local and wide area networking, and telecommunications	U	N	P	E	N/A
C.	Determines the administrative and instructional needs of the District's offices and schools, identifying alternatives for providing improved access to information, resources, and administrative systems	U	N	P	E	N/A
D.	Designs, specifies, configures, installs, and maintains local area and wide area network hardware, software, and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, switches, modems, and cabling	U	N	P	E	N/A
E.	Develops and implements policies and procedures related to network hardware and software acquisition, use, support, security, and back up	U	N	P	E	N/A
F.	Establishes and maintains network users, user environment, directories, and security	U	N	P	E	N/A
G.	Trains users on software and equipment usage	U	N	P	E	N/A
H.	Responds to the needs and questions of network users concerning their access to resources on the network and the operation of various software programs	U	N	P	E	N/A
I.	Installs and tests software upgrades	U	N	P	E	N/A
J.	Develops and implements disaster recovery procedures	U	N	P	E	N/A
K.	Directs the implementation of new technology initiatives	U	N	P	E	N/A

L.	Supervises technology support staff	U	N	P	E	N/A
M.	Participates in development of tech plan and the budget process	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations of school by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:

Does not meet job requirements

Needs Improvement:

Progressing toward job requirements.

Proficient:

Meets job requirements.

Excellent:

Exceeds job requirements

EL TUTOR EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Needs Improvement" or "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Works directly under the supervision of the building principal(s) or other certified teachers as directed by the administration.	U	N	P	E	N/A
C.	Implements programs planned by the EL teacher.	U	N	P	E	N/A
D.	Records daily student work data.	U	N	P	E	N/A
E.	Provides information for student progress reports, staffing, etc.	U	N	P	E	N/A
F.	Attends relevant staff development activities.	U	N	P	E	N/A
G.	Translates as needed. This could include student meetings, special education staffing, documents written and verbally.	U	N	P	E	N/A
H.	Makes home visits as needed.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. **PROFESSIONALISM:** Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. **OTHER SKILLS:** Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory: Does not meet job requirements

Needs Improvement: Progressing toward job requirements.

Proficient: Meets job requirements.

Excellent: Exceeds job requirements

FOCUS ROOM PARAPROFESSIONAL EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Needs Improvement” or “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. JOB KNOWLEDGE AND SKILLS: Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Attended initial BIST training and is familiar with the process.	U	N	P	E	N/A
C.	Maintains excellent records and reports regarding the attendance and progress in the Focus Room.	U	N	P	E	N/A
D.	Coaches students according to Goals of Life while in the Focus Room.	U	N	P	E	N/A
E.	Maintains cooperative, positive working relationships SES staff, and school district personnel, and community agencies.	U	N	P	E	N/A
F.	Maintains constant communication with classroom teachers, principal and other aides.	U	N	P	E	N/A
G.	Attends various school and program related meetings, when required.	U	N	P	E	N/A
H.	Participates in professional development activities in order to maintain and improve professional competence, as reasonably requested.	U	N	P	E	N/A
I.	Participates in committees, when appropriate.	U	N	P	E	N/A
J.	Supervises activities such as class/student projects, recreational activities, extra-curricular activities, community trips, social-curricular activities, arrival/departure routines, lunches, or electives, in school buildings, on school grounds, on school transportation, or in hallways, if appropriate.	U	N	P	E	N/A
K.	Demonstrates problem-solving skills, flexibility, organizational skills, patience, creativity, flexibility, and receptivity to change.	U	N	P	E	N/A
L.	High level of self-direction.	U	N	P	E	N/A

M.	Maintains a high level of ethical behavior, confidentiality and student-focus.	U	N	P	E	N/A
N.	Assists with physical restraint of students, when necessary.	U	N	P	E	N/A
O.	Assists students with personal care, when necessary.	U	N	P	E	N/A
P.	Demonstrates ethnic and cultural sensitivity and competence.	U	N	P	E	N/A
Q.	Demonstrates a genuine interest in the student population of the district.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Communicates effectively.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:	Does not meet job requirements
Needs Improvement:	Progressing toward job requirements.
Proficient:	Meets job requirements.
Excellent:	Exceeds job requirements

FULL TIME CUSTODIAN EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Needs Improvement” or “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Empties pencil sharpeners, trash, and recycling in all rooms and areas including lunchroom.	U	N	P	E	N/A
C.	Cleans and disinfects all sinks, toilets, urinals, soap holders, paper towel holders, toilet dividers, mirrors, water fountains and all other areas in and outside of the building as necessary.	U	N	P	E	N/A
D.	Replenishes toiletries and supplies in bathrooms and classrooms.	U	N	P	E	N/A
E.	Wet mops and disinfect bathrooms.	U	N	P	E	N/A
F.	Vacuums classrooms and mats.	U	N	P	E	N/A
G.	Dust mops classrooms, hallways and gym floors; use floor machine as needed.	U	N	P	E	N/A
H.	Sets and cleans up for school activities.	U	N	P	E	N/A
I.	Ensure all doors and windows are locked.	U	N	P	E	N/A
J.	Communicates with head custodian regarding repair/maintenance needs.	U	N	P	E	N/A
K.	Maintains and keeps up the grounds and shall keep all sidewalks, parking lots and driving areas free of snow and ice.	U	N	P	E	N/A
L.	Understands the HVAC system and monitors and adjusts room temperatures for comfort.	U	N	P	E	N/A
M.	Checks email upon arrival and before departure.	U	N	P	E	N/A
N.	Understands safety guidelines for Health/Life Safety inspections and fire/security systems.	U	N	P	E	N/A
O.	Uses all school equipment including but not limited to lawn mowers and floor scrubbers.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Employee Management System.	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:

Does not meet job requirements

Needs Improvement:

Progressing toward job requirements.

Proficient:

Meets job requirements.

Excellent:

Exceeds job requirements

HEAD CUSTODIAN EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Needs Improvement” or “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Empties pencil sharpeners, trash, and recycling in all rooms and areas including lunchroom.	U	N	P	E	N/A
C.	Unlocks and opens the building and all doors each day	U	N	P	E	N/A
D.	Cleans and disinfects all sinks, toilets, urinals, soap holders, paper towel holders, toilet dividers, mirrors, water fountains and all other areas in and outside of the building as necessary.	U	N	P	E	N/A
E.	Replenishes toiletries and supplies in bathrooms and classrooms.	U	N	P	E	N/A
F.	Wet mops and disinfect bathrooms.	U	N	P	E	N/A
G.	Vacuums classrooms and mats.	U	N	P	E	N/A
H.	Dust mops classrooms, hallways and gym floors; use floor machine as needed.	U	N	P	E	N/A
I.	Sets and cleans up for school activities.	U	N	P	E	N/A
J.	Ensures all doors and windows are locked.	U	N	P	E	N/A
K.	Communicates and works collaboratively with head of maintenance regarding repair/maintenance needs.	U	N	P	E	N/A
L.	Maintains and keeps up the grounds and shall keep all sidewalks, parking lots and driving areas free of snow and ice.	U	N	P	E	N/A
M.	Understands the HVAC system and monitors and adjusts room temperatures for comfort.	U	N	P	E	N/A
N.	Checks email upon arrival and before departure.	U	N	P	E	N/A
O.	Fields maintenance calls/requests from staff.	U	N	P	E	N/A
P.	Works collaboratively with the head of maintenance on building projects.	U	N	P	E	N/A
Q.	Understands safety guidelines for Health/Life Safety inspections and fire/security systems.	U	N	P	E	N/A

R.	Uses all school equipment including but not limited to lawn mowers and floor scrubbers.	U	N	P	E	N/A
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Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Employee Management System.	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:

Does not meet job requirements

Needs Improvement:

Progressing toward job requirements.

Proficient:

Meets job requirements.

Excellent:

Exceeds job requirements

HEAD OF MAINTENANCE EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Needs Improvement” or “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Serves as head custodian for District Office.	U	N	P	E	N/A
C.	Performs district-wide maintenance and remodeling upon referral by head custodians or Superintendent for specialized problems beyond the scope of general maintenance at the building level.	U	N	P	E	N/A
D.	Orders and distributes maintenance materials and supplies necessary for the continued operation and services of the district building and equipment.	U	N	P	E	N/A
E.	Assists the head custodians in meeting their performance responsibilities.	U	N	P	E	N/A
F.	Assumes responsibilities for major grounds keeping activities, food distribution services to buildings, delivering instructional materials and supplies to the buildings, and any other general maintenance activities delegated by Superintendent.	U	N	P	E	N/A
G.	Performs all responsibilities related to the District’s risk management program and in the District’s Risk Management Plan.	U	N	P	E	N/A
H.	Is on call for security and mechanical emergencies.	U	N	P	E	N/A
I.	Serves as the District’s Asbestos Program Designee	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Employee Management System.	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory: Does not meet job requirements

Needs Improvement: Progressing toward job requirements.

Proficient: Meets job requirements.

Excellent: Exceeds job requirements

HEALTH CARE PROVIDER EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Needs Improvement” or “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Provides direct professional nursing services to students which include but may not be limited to: nasotracheal suctioning, tracheotomy care, gastric tube care and feedings, urinary tract catheterization, medication administration, assisting and implementing health care plans, and implementing emergency health plans when needed.	U	N	P	E	N/A
C.	Administers medication and/or assists with self-administration of medications following district policy.	U	N	P	E	N/A
D.	Uses clinical judgment to determine a medical issue and provide care for ill or injured students.	U	N	P	E	N/A
E.	Consults with District nurse regarding any unusual or difficult situations.	U	N	P	E	N/A
F.	Assists in the preparation and delivery of the education program under the supervision of, and as directed by the assigned staff member	U	N	P	E	N/A
G.	Assists in the direct supervision of students under the supervision, of and as directed by, the assigned staff member as necessary and directed.	U	N	P	E	N/A
H.	Establishes and maintains effective relationships with students and staff.	U	N	P	E	N/A
I.	Maintains medical equipment and supplies as appropriate	U	N	P	E	N/A
J.	Demonstrates cooperation, openness for growth and willingness to contribute to a team approach to the educational program.	U	N	P	E	N/A
K.	Participates in general staff meetings, training programs and in-service sessions as required.	U	N	P	E	N/A

L.	Communicates effectively with school nurse, special education teacher, and family/guardian regarding health information as necessary.	U	N	P	E	N/A
M.	Documents pertinent health information and facilitating accommodations as required to meet the medical needs of the student.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory: Does not meet job requirements

Needs Improvement: Progressing toward job requirements.

Proficient: Meets job requirements.

Excellent: Exceeds job requirements

LEARNING ADJUSTMENT CENTER SUPERVISOR EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Needs Improvement" or "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Maintains appropriate classroom discipline and supervise students in the LAC room.	U	N	P	E	N/A
C.	Receives instructional materials/assignments from classroom teachers and/or administration.	U	N	P	E	N/A
D.	Distributes assignments to students as designated.	U	N	P	E	N/A
E.	Collects completed assignments/materials and return to the appropriate teacher and/or administrator.	U	N	P	E	N/A
F.	Follows student academic/behavioral plans as needed.	U	N	P	E	N/A
G.	Enforces room and school rules and expectations.	U	N	P	E	N/A
H.	Coordinates with administration/teachers for assistance with behavioral interventions.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Communicates effectively.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:

Does not meet job requirements

Needs Improvement:

Progressing toward job requirements.

Proficient:

Meets job requirements.

Excellent:

Exceeds job requirements

LIBRARY CLERK EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Needs Improvement" or "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. JOB KNOWLEDGE AND SKILLS: Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Assists students and staff with requested tasks, such as checking out books on the Destiny System and the local DOS system.	U	N	P	E	N/A
C.	Displays and organizes books for students and staff.	U	N	P	E	N/A
D.	Trains substitutes to be able to use library	U	N	P	E	N/A
E.	Conducts periodic inventories.	U	N	P	E	N/A
F.	Researches book websites and book catalogs for reviews and costs.	U	N	P	E	N/A
G.	Re-shelves, repairs, labels inventories books and bookshelves.	U	N	P	E	N/A
H.	Orders books needed to meet student levels in the buildings.	U	N	P	E	N/A
I.	Assists teachers and students with projects.	U	N	P	E	N/A
J.	Creates and establishes a positive culture in the Learning Center, including bulletin boards and positive attitudes.	U	N	P	E	N/A
K.	Follows established building expectations and monitors all students in the Learning Center.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory: Does not meet job requirements

Needs Improvement: Progressing toward job requirements.

Proficient: Meets job requirements.

Excellent: Exceeds job requirements

LIBRARY SECRETARY EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Needs Improvement" or "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Assists students and staff with requested tasks, such as checking out books on the Destiny System and the local DOS system.	U	N	P	E	N/A
C.	Displays and organize books for students and staff.	U	N	P	E	N/A
D.	Trains substitutes to be able to use library.	U	N	P	E	N/A
E.	Conducts periodic inventories.	U	N	P	E	N/A
F.	Researches book websites and book catalogs for reviews and costs.	U	N	P	E	N/A
G.	Re-shelves, repairs, labels inventories books and bookshelves.	U	N	P	E	N/A
H.	Orders books needed to meet student levels in the buildings.	U	N	P	E	N/A
I.	Assists teachers and students with projects.					
J.	Creates and establishes a positive culture in the Learning Center, including bulletin boards and positive attitudes.	U	N	P	E	N/A
K.	Follows established building expectations and monitors all students in the Learning Center.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Employee Management System.	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory: Does not meet job requirements

Needs Improvement: Progressing toward job requirements.

Proficient: Meets job requirements.

Excellent: Exceeds job requirements

NURSE EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Needs Improvement” or “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. JOB KNOWLEDGE AND SKILLS: Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Provides direct professional nursing services to students which include, but may not be limited to: nasotracheal suctioning, tracheotomy care, gastric tube care and feedings, urinary tract catheterization, medication administration, assisting and implementing health care plans, and implementing emergency health plans when needed.	U	N	P	E	N/A
C.	Uses clinical judgement to determine a medical issue and provide care for ill or injured students.	U	N	P	E	N/A
D.	Works collaboratively with health care providers, students, parents, school district staff and community agencies to ensure access and continuity of care for students.	U	N	P	E	N/A
E.	Assists in the establishment and maintenance of a comprehensive school health program.	U	N	P	E	N/A
F.	Collects information about the health development status of students for compliance with state immunization regulations and Board of Education policies.	U	N	P	E	N/A
G.	Performs nursing assessment for students who are ill or injured; applies appropriate theory as basis for providing first aid, nursing care, intervention and referrals for those students.	U	N	P	E	N/A
H.	Evaluates nursing care provided and changes plan of care as necessary.	U	N	P	E	N/A
I.	Implements Board policy with respect to the exclusion and re-admission of students in connection with certain infectious and contagious diseases (e.g., Tuberculosis).	U	N	P	E	N/A
J.	Maintains accurate records and documentation in accordance with state and federal law and Board of Education policies.	U	N	P	E	N/A

K.	Intervenes as guided by the nursing care plan to implement nursing actions that promote, maintain or restore health, prevent illness and effect rehabilitation.	U	N	P	E	N/A
L.	Serves as a member of school teams as designated health care professional (e.g., Crisis Teams, Wellness Committee, Section 504).	U	N	P	E	N/A
M.	Provides guidance, counseling and health education to students, parents and employees as necessary.	U	N	P	E	N/A
N.	Reports to parents, school district personnel, physicians, clinics, and others as needed to meet student health needs.	U	N	P	E	N/A
O.	Provides instruction and training regarding the Heimlich Maneuver, Blood Borne Pathogen training, the school district's Emergency plan, and with regard to providing care for students, including students with disabilities.	U	N	P	E	N/A
P.	Contributes to nursing and school health through innovations in theory; practice and participation in research, including narrative and statistical reports.	U	N	P	E	N/A
Q.	Provides health education to students as requested	U	N	P	E	N/A
R.	Notifies the appropriate person or agency of student's injury/illness in accordance with Board policy as necessary.	U	N	P	E	N/A
S.	Confers with parents, students and school district staff and professionals to Interpret health and developmental assessments.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions/communicates effectively.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:	Does not meet job requirements
Needs Improvement:	Progressing toward job requirements.
Proficient:	Meets job requirements.
Excellent:	Exceeds job requirements

PART TIME CUSTODIAN EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Needs Improvement” or “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Empties pencil sharpeners, trash, and recycling in all rooms and areas including lunchroom.	U	N	P	E	N/A
C.	Cleans and disinfects all sinks, toilets, urinals, soap holders, paper towel holders, toilet dividers, mirrors, water fountains and all other areas in and outside of the building as necessary.	U	N	P	E	N/A
D.	Replenishes toiletries and supplies in bathrooms and classrooms.	U	N	P	E	N/A
E.	Wet mops and disinfect bathrooms.	U	N	P	E	N/A
F.	Vacuums classrooms and mats.	U	N	P	E	N/A
G.	Dust mops classrooms, hallways and gym floors; use floor machine as needed.	U	N	P	E	N/A
H.	Sets up and cleans up for school activities.	U	N	P	E	N/A
I.	Ensures all doors and windows are locked.	U	N	P	E	N/A
J.	Communicates with head custodian regarding repair/maintenance needs.	U	N	P	E	N/A
K.	Maintains and keeps up the grounds and shall keep all sidewalks, parking lots and driving areas free of snow and ice.	U	N	P	E	N/A
L.	Understand the HVAC system and monitors and adjusts room temperatures for comfort.	U	N	P	E	N/A
M.	Checks email upon arrival and before departure.	U	N	P	E	N/A
N.	Understands safety guidelines for Health/Life Safety inspections and fire/security systems.	U	N	P	E	N/A
O.	Uses all school equipment including but not limited to lawn mowers and floor scrubbers.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Employee Management System.	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory: Does not meet job requirements

Needs Improvement: Progressing toward job requirements.

Proficient: Meets job requirements.

Excellent: Exceeds job requirements

REGULAR EDUCATION PARAPROFESSIONAL EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Needs Improvement” or “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Contributes to a positive instructional/learning environment for students by reinforcing appropriate student behavior, promoting student interests and abilities.	U	N	P	E	N/A
C.	Assists the teacher(s) in the instruction and supervision of students, as requested.	U	N	P	E	N/A
D.	Monitors progress of students, as directed.	U	N	P	E	N/A
E.	Provides instructional activities and assistive technology to meet the students' goals/objectives, to individuals, small groups or large groups of students, as directed.	U	N	P	E	N/A
F.	Implements the classroom management system for students in alignment with expectations, as directed.	U	N	P	E	N/A
G.	Assists teachers in providing behavioral support on an individual, small group, and/or classroom basis including the implementation of behavioral interventions and gathering of data.	U	N	P	E	N/A
H.	Maintains records and reports regarding pupil progress in a timely manner, as directed.	U	N	P	E	N/A
I.	Assists students in developing age-appropriate social skills and behaviors in relating to peers and adults.	U	N	P	E	N/A
J.	Maintains cooperative, positive working relationships with parents, SES staff, and school district personnel, and community agencies.	U	N	P	E	N/A
K.	Maintains ongoing appropriate and timely written and oral communication, when necessary.	U	N	P	E	N/A
L.	Attends various school and program related meetings, when required.	U	N	P	E	N/A
M.	Maintains appropriate communication with certified staff assigned to the classroom or program.	U	N	P	E	N/A

N.	Works with general education staff to foster integration of special education students, when appropriate.	U	N	P	E	N/A
O.	Participates in professional development activities in order to maintain and improve professional competence, as reasonably requested.	U	N	P	E	N/A
P.	Supervises activities such as class/student projects, recreational activities, extra-curricular activities, community trips, social-curricular activities arrival/departure routines, lunches, or electives, in school buildings, on school grounds, on school transportation, or in hallways, if appropriate.	U	N	P	E	N/A
Q.	Demonstrates problem-solving skills, flexibility, organizational skills, patience, creativity, flexibility, and receptivity to change.	U	N	P	E	N/A
R.	Demonstrates the ability to function as a member of an educational team.	U	N	P	E	N/A
S.	Maintains a high level of ethical behavior, confidentiality and student-focus.	U	N	P	E	N/A
T.	Assists with physical restraint of students, when necessary.	U	N	P	E	N/A
U.	Assists students with personal care, when necessary.	U	N	P	E	N/A
V.	Maintains a positive working relationship with teacher and program administrators.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:	Does not meet job requirements
Needs Improvement:	Progressing toward job requirements.
Proficient:	Meets job requirements.
Excellent:	Exceeds job requirements

RESPONSE TO INTERVENTION/BEHAVIOR INTERVENTIONIST EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Needs Improvement" or "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Provides a non-punitive environment that facilitates students in regaining control of their emotions and behavior.	U	N	P	E	N/A
C.	Provides a safe, non-judgmental environment for students to share thoughts/feelings.	U	N	P	E	N/A
D.	Facilitates the return of the student to the regular classroom.	U	N	P	E	N/A
E.	Reviews and reinforces social skills/behavioral expectations taught through school wide social emotional curriculum.	U	N	P	E	N/A
F.	Collects data on the number of student contacts/interactions.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. **PROFESSIONALISM:** Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. **OTHER SKILLS:** Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:

Does not meet job requirements

Needs Improvement:

Progressing toward job requirements.

Proficient:

Meets job requirements.

Excellent:

Exceeds job requirements

SPECIAL EDUCATION PARAPROFESSIONAL EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Needs Improvement" or "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Contributes to a positive instructional/learning environment for students by reinforcing appropriate student behavior, promoting student interests and abilities.	U	N	P	E	N/A
C.	Assists the teacher(s) in the instruction and supervision of students, as requested.	U	N	P	E	N/A
D.	Monitors progress of students, as directed.	U	N	P	E	N/A
E.	Provides instructional activities and assistive technology to meet the students' goals/objectives, to individuals, small groups or large groups of students, as directed.	U	N	P	E	N/A
F.	Implements the classroom management system for students in alignment with expectations, as directed.	U	N	P	E	N/A
G.	Assists teachers in providing behavioral support on an individual, small group, and/or classroom basis including the implementation of behavioral interventions and gathering of data.	U	N	P	E	N/A
H.	Maintains records and reports regarding pupil progress in a timely manner, as directed.	U	N	P	E	N/A
I.	Assists students in developing age-appropriate social skills and behaviors in relating to peers and adults.	U	N	P	E	N/A
J.	Maintains cooperative, positive working relationships with parents, SES staff, and school district personnel, and community agencies.	U	N	P	E	N/A
K.	Maintains ongoing appropriate and timely written and oral communication, when necessary.					
L.	Attends various school and program related meetings, when required.	U	N	P	E	N/A
M.	Maintains appropriate communication with certified staff assigned to the classroom or program.	U	N	P	E	N/A

N.	Works with general education staff to foster integration of special education students, when appropriate.	U	N	P	E	N/A
O.	Participates in professional development activities in order to maintain and improve professional competence, as reasonably requested.	U	N	P	E	N/A
P.	Supervises activities such as class/student projects, recreational activities, extra-curricular activities, community trips, social-curricular activities, arrival/departure routines, lunches, or electives, in school buildings, on school grounds, on school transportation, or in hallways, if appropriate.	U	N	P	E	N/A
Q.	Demonstrates problem-solving skills, flexibility, organizational skills, patience, creativity, flexibility, and receptivity to change.	U	N	P	E	N/A
R.	Demonstrates the ability to function as a member of an educational team.	U	N	P	E	N/A
S.	Maintains a high level of ethical behavior, confidentiality and student-focus.	U	N	P	E	N/A
T.	Assists with physical restraint of students, when necessary.	U	N	P	E	N/A
U.	Assists students with personal care, when necessary.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. **PROFESSIONALISM:** Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other office staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:	Does not meet job requirements
Needs Improvement:	Progressing toward job requirements.
Proficient:	Meets job requirements.
Excellent:	Exceeds job requirements

SPECIAL EDUCATION SECRETARY EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Needs Improvement" or "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Maintains special education office files.	U	N	P	E	N/A
C.	Records custodian (maintain, receive, copy & send to schools/other facilities).	U	N	P	E	N/A
D.	504 Plans (Maintains files & updates Skyward student records).	U	N	P	E	N/A
E.	Organizes/updates/maintains various lists for the following: triennial evaluations; initial eligibilities; transfer-in students; withdrawals; demographic updates; tuition students; students attending private/residential/other facilities, home schooled, and parochial; list of students by case manager; and special education transportation list for transportation clerk.	U	N	P	E	N/A
F.	Maintains contracts for students attending private/residential facilities.	U	N	P	E	N/A
G.	Updates attendance information in Skyward for students at private/residential/other facilities; update their permanent record card and cumulative folder at the end of each school year.	U	N	P	E	N/A
H.	Notifies parents as needed to acquire consent for evaluations especially initial PS).	U	N	P	E	N/A
I.	Orders special education supplies as requested and approved; receive and distribute.	U	N	P	E	N/A
J.	Orders special ed. texts/consumables; receive and distribute, maintain inventory.	U	N	P	E	N/A
K.	Maintains various costs, etc., to assist Director/School Psychologist when costing-out special ed. programs at the end of each school year; and at the end of each school year; and submitting billing to other districts for tuition/travel reimbursement.	U	N	P	E	N/A

L.	Submits quarterly update online of those eligible for the Medicaid participant roster (for time study purposes); email participants chosen for the RMTS and monitor until quarter is complete.	U	N	P	E	N/A
M.	Submits student and personnel information, submit para-pro and transportation service logs along with vision/hearing, for Medicaid Fee-for-Service.	U	N	P	E	N/A
N.	Maintains OT/PT contracts and monitor monthly billing (maintaining list of students eligible to receive those services).	U	N	P	E	N/A
O.	Works with Director of Special Services to submit quarterly reports for the MAC (gathering data and receiving reports from bookkeeping).	U	N	P	E	N/A
P.	Assists with updating and submitting pupil/personnel turnarounds - claims/approvals to LEASE (updating LEASE throughout school year of personnel changes).	U	N	P	E	N/A
Q.	Submits and maintains special education room/board residential placement claims.	U	N	P	E	N/A
R.	Submits diagnostic claims to LEASE for reimbursement (IDEA grant).	U	N	P	E	N/A
S.	Processes and submits all IEP's when received (updating IEP program record & Skyward student records).	U	N	P	E	N/A
T.	Sets up all new IEP records in the IEP program; update any demographic changes (notifying case manager as appropriate).	U	N	P	E	N/A
U.	Updates student information in the IEP program to prepare for new school year (case mgrs., etc.).	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. **OTHER SKILLS:** Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. **ORGANIZATIONAL ENGAGEMENT:** Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:

Does not meet job requirements

Needs Improvement:

Progressing toward job requirements.

Proficient:

Meets job requirements.

Excellent:

Exceeds job requirements

SUPERINTENDENT'S SECRETARY EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Needs Improvement" or "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. JOB KNOWLEDGE AND SKILLS: Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Responsible for handling all incoming calls, receiving and sorting mail, welcoming visitors, and transferring calls.	U	N	P	E	N/A
C.	Assists Superintendent in preparing for State Visitations and Compliance Reviews including the Regional Office of Education Audit.	U	N	P	E	N/A
D.	Submits list of employees required to file Economic Interest Statements.	U	N	P	E	N/A
E.	Maintains all certified and support staff personnel files and verifies certification.	U	N	P	E	N/A
F.	Maintains records regarding seniority for certified and non-certified staff.	U	N	P	E	N/A
G.	Places newspaper notices as necessary.	U	N	P	E	N/A
H.	Submits school supply lists to area stores.	U	N	P	E	N/A
I.	Updates yearly forms/reports including Unfilled Position Survey and civil rights report.	U	N	P	E	N/A
J.	Coordinates and maintains state reports including the Annual Financial Publication and State Aid Report.	U	N	P	E	N/A
K.	Processes certified and non-certified evaluation records, salary movement, tuition pre-approval and process payment.	U	N	P	E	N/A
L.	Responsible for inventory and ordering of District Office supplies.	U	N	P	E	N/A
M.	Processes all 1099 forms.	U	N	P	E	N/A
N.	Distribute District mail and disseminate packages each day.	U	N	P	E	N/A

O.	Contacts vendors for maintenance or problems with copy machine and/or postage meter.	U	N	P	E	N/A
P.	Maintains the current Board policies, including writing policies from general guidelines and updating website.					
Q.	Maintains current job descriptions for all positions.					
R.	Maintains and organizes new hire paperwork, facilitates background checks and fingerprinting lists.					
S.	Handles all facility use forms.					
T.	Facilitates job preference sheets, as well as certified and non-certified re-employment letters.					

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.					
F.	Proficient in standard applications, including internet usage, email usage, Skyward and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:	Does not meet job requirements
Needs Improvement:	Progressing toward job requirements.
Proficient:	Meets job requirements.
Excellent:	Exceeds job requirements

TECHNOLOGY ASSISTANT EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of "Unsatisfactory" requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. **JOB KNOWLEDGE AND SKILLS:** Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Supports District Technology Department with installation, configuration, maintenance and repair of computer hardware, peripherals, classroom instructional technology, and printers	U	N	P	E	N/A
C.	Supports District Technology Department with troubleshooting and replacement of network and phone system peripheral equipment	U	N	P	E	N/A
D.	Supports District Technology Department with upgrading and maintenance of district software applications	U	N	P	E	N/A
E.	Provides technical assistance on computer hardware and software to District staff	U	N	P	E	N/A
F.	Conducts preventive maintenance on computer hardware, classroom instructional technology, and printers to maximize life of equipment	U	N	P	E	N/A
G.	Recommends upgrades or replacements when excessive hardware problems show trends of premature failure or faulty parts	U	N	P	E	N/A
H.	Facilitates good utilization of district work order system by inputting and updating progress on work orders	U	N	P	E	N/A
I.	Supports District Technology Department with software and hardware inventory maintenance	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations of school by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Uses time efficiently.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:

Does not meet job requirements

Needs Improvement:

Progressing toward job requirements.

Proficient:

Meets job requirements.

Excellent:

Exceeds job requirements

10-MONTH and PART-TIME BUILDING SECRETARY EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Needs Improvement” or “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. JOB KNOWLEDGE AND SKILLS: Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Greets all visitors in a polite, courteous manner, making sure that security procedures are consistently followed.	U	N	P	E	N/A
C.	Answers the telephone in a professional courteous manner.	U	N	P	E	N/A
D.	Communicates effectively with teachers, staff, parents, and community members.	U	N	P	E	N/A
E.	Keeps the principal informed of all-important calls, visitors, messages and other events pertaining to the function of our school.	U	N	P	E	N/A
F.	Tracks daily, monthly, yearly attendance through Skyward	U	N	P	E	N/A
G.	Assists with employee absence creation and substitute placements	U	N	P	E	N/A
H.	Creates reports as specified by the building principal	U	N	P	E	N/A
I.	Manages the master building calendar	U	N	P	E	N/A
J.	Ensures needed supplies are available and office equipment is in working order	U	N	P	E	N/A
K.	Maintains and updates all student records as required	U	N	P	E	N/A
L.	Manages student registration and student fee process	U	N	P	E	N/A
M.	Maintains strict confidentiality of all office, school, and personnel information	U	N	P	E	N/A
N.	Presents a positive image to the office and the building as a whole	U	N	P	E	N/A
O.	Assists with management of student activities accounts by placing orders, tracking the receipt of orders placed, and utilizing the purchase order system	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.					
F.	Proficient in standard applications, including internet usage, email usage, Skyward and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory:

Does not meet job requirements

Needs Improvement:

Progressing toward job requirements.

Proficient:

Meets job requirements.

Excellent:

Exceeds job requirements

12-MONTH BUILDING SECRETARY EVALUATION FORM

Revised: 2.5.2020

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

Evaluators are to use the following guidelines when completing this evaluation:

- Evaluate each area on overall performance rather than on a single incident, unless the single incident is significant or egregious.
- A rating of “Needs Improvement” or “Unsatisfactory” requires written comments.
- Conduct a confidential conference to discuss this evaluation with the employee within five days after the employee receives the final evaluation document.

Use the following scale to rate each area for each employee:

U – Unsatisfactory N – Needs Improvement P – Proficient E – Excellent N/A – Not Applicable

I. JOB KNOWLEDGE AND SKILLS: Accepts the responsibilities of the position.

A.	Effectively completes work assignment according to the job description.	U	N	P	E	N/A
B.	Greets all visitors in a polite, courteous manner, making sure that security procedures are consistently followed.	U	N	P	E	N/A
C.	Answers the telephone in a professional courteous manner.	U	N	P	E	N/A
D.	Communicates effectively with teachers, staff, parents, and community members.	U	N	P	E	N/A
E.	Keeps the principal informed of all-important calls, visitors, messages and other events pertaining to the function of our school.	U	N	P	E	N/A
F.	Tracks daily, monthly, yearly attendance through Skyward	U	N	P	E	N/A
G.	Assists with employee absence creation and substitute placements	U	N	P	E	N/A
H.	Creates reports as specified by the building principal	U	N	P	E	N/A
I.	Manages the master building calendar	U	N	P	E	N/A
J.	Ensures needed supplies are available and office equipment is in working order	U	N	P	E	N/A
K.	Maintains and updates all student records as required	U	N	P	E	N/A
L.	Manages student registration and student fee process	U	N	P	E	N/A
M.	Maintains strict confidentiality of all office, school, and personnel information	U	N	P	E	N/A
N.	Presents a positive image to the office and the building as a whole	U	N	P	E	N/A
O.	Assists with management of student activities accounts by placing orders, tracking the receipt of orders placed, and utilizing the purchase order system	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

II. PROFESSIONALISM: Possesses personal characteristics that contribute to a positive work atmosphere.

A.	Dresses neatly and in accordance with the building standards.	U	N	P	E	N/A
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	N	P	E	N/A
C.	Works collaboratively with other staff.	U	N	P	E	N/A
D.	Communicates effectively.	U	N	P	E	N/A
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	N	P	E	N/A
F.	Upholds integrity and confidentiality of colleagues and students.	U	N	P	E	N/A
G.	Professionally accepts and responds to constructive criticism.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

A.	Maintains operations by regular attendance and adherence to schedules.	U	N	P	E	N/A
B.	Uses time efficiently.	U	N	P	E	N/A
C.	Follows directions thoroughly and asks clarifying questions.	U	N	P	E	N/A
D.	Demonstrates initiative.	U	N	P	E	N/A
E.	Competently completes tasks.	U	N	P	E	N/A
F.	Proficient in standard applications, including internet usage, email usage and Google Applications	U	N	P	E	N/A
G.	Utilizes techniques and procedures as appropriate to the situation.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

IV. ORGANIZATIONAL ENGAGEMENT: Demonstrates a commitment to the organization.

A.	Embodies the District's mission and vision in daily performance.	U	N	P	E	N/A
B.	Works individually and together with others to achieve District goals.	U	N	P	E	N/A
C.	Communicates needs and expectations to facilitate District success.	U	N	P	E	N/A

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Needs Improvement

Proficient

Excellent

Evaluator Comments:

Employee Comments:

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature indicates completion of the process and review of the document, but not necessarily agreement.

OVERALL RATING:

Unsatisfactory: Does not meet job requirements

Needs Improvement: Progressing toward job requirements.

Proficient: Meets job requirements.

Excellent: Exceeds job requirements