

Streator Elementary School District #44 - Evaluation Handbook

10-MONTH and PART-TIME BUILDING SECRETARY EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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
Proficient	Meets job requirements.
Exceeds	Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds	43 – 58 points
Proficient	29 – 42 points
Unsatisfactory	0 – 28 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

12-MONTH BUILDING SECRETARY EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 43 – 58 points

Proficient 29 – 42 points

Unsatisfactory 0 – 28 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

ADMINISTRATIVE SECRETARY FOR SUPPORT/DATA SERVICES EVALUATION FORM

Revised: 8.12.2021

Approved: LP

Employee: _____

School: _____

Evaluator(s): _____

Evaluation Guidelines

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

- I. Evaluate each area on overall performance rather than on a single incident unless the single incident is significant or egregious.
- II. A rating of "Unsatisfactory" requires written comments.
- III. 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 P – Proficient E – Exceeds

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

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

Areas of Strength:

Areas for Growth:

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

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

Areas of Strength:

Areas for Growth:

V. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds	36 – 48 points
Proficient	24 – 35 points
Unsatisfactory	0 – 23 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

BOARD OF EDUCATION SECRETARY/HUMAN RESOURCES GENERALIST EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds**I. JOB KNOWLEDGE AND SKILLS: Accepts the responsibilities of the position.**

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds	43 – 58 points
Proficient	29 – 42 points
Unsatisfactory	0 – 28 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

BOOKKEEPER EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

A.	Effectively completes work assignment according to the job description.	U	P	E	N/A
B.	Maintains and operates invoice system	U	P	E	N/A
C.	Provides billing for payment and records and maintains account payable and accounts receivable	U	P	E	N/A
D.	Performs payroll operations	U	P	E	N/A
E.	Posts receipts and makes bank deposits	U	P	E	N/A
F.	Operates computer using in-depth knowledge of the financial program	U	P	E	N/A
G.	Provides computerized financial reports	U	P	E	N/A
H.	Serves as District contact person for financial functions of the Skyward Financial System	U	P	E	N/A
I.	Administers retirement plans for TRS and IMRF	U	P	E	N/A
J.	Processes W-2's	U	P	E	N/A
K.	Daily banking delivery	U	P	E	N/A
L.	Compiles quarterly reports including cash flow analysis as required by the State of Illinois	U	P	E	N/A
M.	Administers District health insurance plan	U	P	E	N/A
N.	Completes Annual Reports including but not limited to TRS, Salary and Benefit Report, and EIS Report	U	P	E	N/A
O.	Provide support for the Superintendent as needed	U	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	P	E
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	P	E
C.	Works collaboratively with other staff.	U	P	E
D.	Communicates effectively.	U	P	E
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	P	E
F.	Upholds integrity and confidentiality of colleagues and students.	U	P	E
G.	Professionally accepts and responds to constructive criticism.	U	P	E

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds	43 – 58 points
Proficient	29 – 42 points
Unsatisfactory	0 – 28 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

CROSSING GUARD

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

A.	Effectively completes work assignment according to the job description.	U	P	E
B.	Directs or escorts pedestrians across streets, stopping traffic, as necessary	U	P	E
C.	Communicates traffic and crossing rules and other information to students and adults	U	P	E
D.	Directs traffic movement using signs, flags and/or hand signals	U	P	E
E.	Reports any unsafe conditions to the school principal and/or School Resource Officer immediately.	U	P	E
F,	Records license numbers of vehicles disregarding traffic signals and reports infractions to School Resource Officer	U	P	E

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 29 – 38 points

Proficient 19 – 28 points

Unsatisfactory 0 – 18 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

DELIVERY DRIVER EVALUATION FORM

Revised: 8.12.2021

Approved: LP

Employee:

School: District

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 P – Proficient E – Exceeds

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

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 22 – 30 points

Proficient 15 – 21 points

Unsatisfactory 0 – 14 points

Anyone receiving an overall rating of Exceedst may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

DIRECTOR OF TECHNOLOGY EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

A.	Effectively completes work assignment according to the job description.	U	P	E
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	P	E
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	P	E
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	P	E
E.	Develops and implements policies and procedures related to network hardware and software acquisition, use, support, security, and back up	U	P	E
F.	Establishes and maintains network users, user environment, directories, and security	U	P	E
G.	Trains users on software and equipment usage	U	P	E
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	P	E
I.	Installs and tests software upgrades	U	P	E
J.	Develops and implements disaster recovery procedures	U	P	E
K.	Directs the implementation of new technology initiatives	U	P	E
L.	Supervises technology support staff	U	P	E

M.	Participates in development of tech plan and the budget process	U	P	E
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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	P	E
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	P	E
C.	Works collaboratively with other staff.	U	P	E
D.	Communicates effectively.	U	P	E
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	P	E
F.	Upholds integrity and confidentiality of colleagues and students.	U	P	E
G.	Professionally accepts and responds to constructive criticism.	U	P	E

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	P	E
B.	Uses time efficiently.	U	P	E
C.	Follows directions thoroughly and asks clarifying questions.	U	P	E
D.	Demonstrates initiative.	U	P	E
E.	Competently completes tasks.	U	P	E
F.	Utilizes techniques and procedures as appropriate to the situation.	U	P	E

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds	39 – 52 points
Proficient	26 – 38 points
Unsatisfactory	0 – 25 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

EL TUTOR EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

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

Areas of Strength:

Areas for Growth:

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

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 33 – 44 points

Proficient 22 – 32 points

Unsatisfactory 0 – 21 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

FOCUS ROOM PARAPROFESSIONAL EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 46 – 62 points

Proficient 31 – 45 points

Unsatisfactory 0 – 30 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

FULL TIME CUSTODIAN EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 43 – 58 points

Proficient 29 – 42 points

Unsatisfactory 0 – 28 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

HEAD CUSTODIAN EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

R.	Uses all school equipment including but not limited to lawn mowers and floor scrubbers.	U	P	E
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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	P	E
B.	Maintains appropriate interactions with students, teachers, all professional staff, and community members.	U	P	E
C.	Works collaboratively with other staff.	U	P	E
D.	Communicates effectively.	U	P	E
E.	Demonstrates positive behavior, enthusiasm and initiative.	U	P	E
F.	Upholds integrity and confidentiality of colleagues and students.	U	P	E
G.	Professionally accepts and responds to constructive criticism.	U	P	E

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 48 – 64 points

Proficient 32 – 47 points

Unsatisfactory 0 – 31 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

HEALTH CARE PROVIDER EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

A.	Effectively completes work assignment according to the job description.	U	P	E
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	P	E
C.	Administers medication and/or assists with self-administration of medications following district policy.	U	P	E
D.	Uses clinical judgment to determine a medical issue and provide care for ill or injured students.	U	P	E
E.	Consults with the District nurse regarding any unusual or difficult situations.	U	P	E
F.	Assists in the preparation and delivery of the education program under the supervision of, and as directed by the assigned staff member	U	P	E
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	P	E
H.	Establishes and maintains effective relationships with students and staff.	U	P	E
I.	Maintains medical equipment and supplies as appropriate	U	P	E
J.	Demonstrates cooperation, openness for growth and willingness to contribute to a team approach to the educational program.	U	P	E
K.	Participates in general staff meetings, training programs and in-service sessions as required.	U	P	E

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 40 – 54 points

Proficient 27 – 39 points

Unsatisfactory 0 – 26 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

LIBRARY CLERK EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 37 – 50 points

Proficient 25 – 36 points

Unsatisfactory 0 – 24 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

LIBRARY SECRETARY EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 37 – 50 points

Proficient 25 – 36 points

Unsatisfactory 0 – 24 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

NURSE EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

A.	Effectively completes work assignment according to the job description.	U	P	E
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	P	E
C.	Uses clinical judgement to determine a medical issue and provide care for ill or injured students.	U	P	E
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	P	E
E.	Assists in the establishment and maintenance of a comprehensive school health program.	U	P	E
F.	Collects information about the health development status of students for compliance with state immunization regulations and Board of Education policies.	U	P	E
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	P	E
H.	Evaluates nursing care provided and changes plan of care as necessary.	U	P	E
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	P	E
J.	Maintains accurate records and documentation in accordance with state and federal law and Board of Education policies.	U	P	E

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	P	E
L.	Serves as a member of school teams as designated health care professional (e.g., Crisis Teams, Wellness Committee, Section 504).	U	P	E
M.	Provides guidance, counseling and health education to students, parents and employees as necessary.	U	P	E
N.	Reports to parents, school district personnel, physicians, clinics, and others as needed to meet student health needs.	U	P	E
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	P	E
P.	Contributes to nursing and school health through innovations in theory; practice and participation in research, including narrative and statistical reports.	U	P	E
Q.	Provides health education to students as requested	U	P	E
R.	Notifies the appropriate person or agency of student's injury/illness in accordance with Board policy as necessary.	U	P	E
S.	Confers with parents, students and school district staff and professionals to Interpret health and developmental assessments.	U	P	E

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds	49 – 66 points
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Proficient	33 – 48 points
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Unsatisfactory	0 – 32 points
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Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

NURSES AIDE

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

A.	Effectively completes work assignment according to the job description.	U	P	E
B.	Assists in the direct supervision of students under the supervision of and as directed by, the assigned staff member as necessary	U	P	E
C.	Maintains medical equipment, supplies and information as appropriate	U	P	E
D.	Communicates effectively with healthcare provider, teacher/administrators and family/guardian regarding health information as necessary	U	P	E

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 25 – 34 points

Proficient 17 – 24 points

Unsatisfactory 0 – 16 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

PART TIME CUSTODIAN EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 43 – 58 points

Proficient 29 – 42 points

Unsatisfactory 0 – 28 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

PLAYGROUND SUPERVISOR

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

A.	Effectively completes work assignment according to the job description.	U	P	E
B.	Is aware of and implements all site playground rules and regulations	U	P	E
C.	Supervises and monitors students during assigned playground supervision periods.	U	P	E
D.	Utilizes appropriate disciplinary procedures and techniques in accordance with the school site discipline plan.	U	P	E
E.	Is aware of and enforces school safety standards at all times.	U	P	E
F.	Reports any unsafe playground conditions, including equipment, to the school principal immediately.	U	P	E
G.	Alerts the teacher to any problem or special information about an individual student	U	P	E
H.	Maintains satisfactory attendance	U	P	E

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds	31 – 42 points
Proficient	21 – 30 points
Unsatisfactory	0 – 20 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

REGULAR EDUCATION PARAPROFESSIONAL EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

A.	Effectively completes work assignment according to the job description.	U	P	E
B.	Contributes to a positive instructional/learning environment for students by reinforcing appropriate student behavior, promoting student interests and abilities.	U	P	E
C.	Assists the teacher(s) in the instruction and supervision of students, as requested.	U	P	E
D.	Monitors progress of students, as directed.	U	P	E
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	P	E
F.	Implements the classroom management system for students in alignment with expectations, as directed.	U	P	E
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	P	E
H.	Maintains records and reports regarding pupil progress in a timely manner, as directed.	U	P	E
I.	Assists students in developing age-appropriate social skills and behaviors in relating to peers and adults.	U	P	E
J.	Maintains cooperative, positive working relationships with parents, SES staff, and school district personnel, and community agencies.	U	P	E
K.	Maintains ongoing appropriate and timely written and oral communication, when necessary.	U	P	E
L.	Attends various school and program related meetings, when required.	U	P	E
M.	Maintains appropriate communication with certified staff assigned to the classroom or program.	U	P	E

N.	Works with general education staff to foster integration of special education students, when appropriate.	U	P	E
O.	Participates in professional development activities in order to maintain and improve professional competence, as reasonably requested.	U	P	E
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	P	E
Q.	Demonstrates problem-solving skills, flexibility, organizational skills, patience, creativity, flexibility, and receptivity to change.	U	P	E
R.	Demonstrates the ability to function as a member of an educational team.	U	P	E
S.	Maintains a high level of ethical behavior, confidentiality and student-focus.	U	P	E
T.	Assists with physical restraint of students, when necessary.	U	P	E
U.	Assists students with personal care, when necessary.	U	P	E
V.	Maintains a positive working relationship with teacher and program administrators.	U	P	E

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient:

Meets job requirements.

Exceeds:

Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 54 – 72 points

Proficient 36 – 53 points

Unsatisfactory 0 – 35 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

RESPONSE TO INTERVENTION/BEHAVIOR INTERVENTIONIST EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

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

Areas of Strength:

Areas for Growth:

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

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 30 – 40 points

Proficient 20 – 29 points

Unsatisfactory 0 – 19 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

SPECIAL EDUCATION PARAPROFESSIONAL EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

A.	Effectively completes work assignment according to the job description.	U	P	E
B.	Contributes to a positive instructional/learning environment for students by reinforcing appropriate student behavior, promoting student interests and abilities.	U	P	E
C.	Assists the teacher(s) in the instruction and supervision of students, as requested.	U	P	E
D.	Monitors progress of students, as directed.	U	P	E
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	P	E
F.	Implements the classroom management system for students in alignment with expectations, as directed.	U	P	E
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	P	E
H.	Maintains records and reports regarding pupil progress in a timely manner, as directed.	U	P	E
I.	Assists students in developing age-appropriate social skills and behaviors relating to peers and adults.	U	P	E
J.	Maintains cooperative, positive working relationships with parents, SES staff, and school district personnel, and community agencies.	U	P	E
K.	Maintains ongoing appropriate and timely written and oral communication, when necessary.	U	P	E
L.	Attends various school and program related meetings, when required.	U	P	E
M.	Maintains appropriate communication with certified staff assigned to the classroom or program.	U	P	E

N.	Works with general education staff to foster integration of special education students, when appropriate.	U	P	E
O.	Participates in professional development activities in order to maintain and improve professional competence, as reasonably requested.	U	P	E
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	P	E
Q.	Demonstrates problem-solving skills, flexibility, organizational skills, patience, creativity, flexibility, and receptivity to change.	U	P	E
R.	Demonstrates the ability to function as a member of an educational team.	U	P	E
S.	Maintains a high level of ethical behavior, confidentiality and student-focus.	U	P	E
T.	Assists with physical restraint of students, when necessary.	U	P	E
U.	Assists students with personal care, when necessary.	U	P	E

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient:

Meets job requirements.

Exceeds:

Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds 52 – 70 points

Proficient 35 – 51 points

Unsatisfactory 0 – 34 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

SPECIAL EDUCATION SECRETARY EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

A.	Effectively completes work assignment according to the job description.	U	P	E
B.	Maintains special education office files.	U	P	E
C.	Records custodian (maintain, receive, copy & send to schools/other facilities).	U	P	E
D.	504 Plans (Maintains files & updates Skyward student records).	U	P	E
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	P	E
F.	Maintains contracts for students attending private/residential facilities.	U	P	E
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	P	E
H.	Notifies parents as needed to acquire consent for evaluations especially initial PS).	U	P	E
I.	Orders special education supplies as requested and approved; receive and distribute.	U	P	E
J.	Orders special ed. texts/consumables; receive and distribute, maintain inventory.	U	P	E
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	P	E
L.	Submits quarterly update online of those eligible for the Medicaid	U	P	E

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds	52 – 70 points
Proficient	35 – 51 points
Unsatisfactory	0 – 34 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

SUPERINTENDENT'S SECRETARY EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

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

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

Areas of Strength:

Areas for Growth:

III. OTHER SKILLS: Demonstrates effective work habits.

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

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator:

Unsatisfactory

Proficient

Exceeds

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
Proficient:	Meets job requirements.
Exceeds:	Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds	49 – 66 points
Proficient	33 – 48 points
Unsatisfactory	0 – 32 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.

TECHNOLOGY ASSISTANT EVALUATION FORM

Revised: 8.12.2021

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 P – Proficient E – Exceeds

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

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

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

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	P	E
B.	Uses time efficiently.	U	P	E
C.	Follows directions thoroughly and asks clarifying questions.	U	P	E
D.	Uses time efficiently.	U	P	E
E.	Competently completes tasks.	U	P	E
F.	Utilizes techniques and procedures as appropriate to the situation.	U	P	E

Areas of Strength:

Areas for Growth:

Overall Rating and Comments by Evaluator

Unsatisfactory

Proficient

Exceeds

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

Proficient: Meets job requirements.

Exceeds: Exceeds job requirements

Computation of Overall Rating:

Exceeds rating of each indicator = 2

Proficient rating of each indicator = 1

Unsatisfactory rating of each indicator = 0

Administrator will calculate total points for each item and determine total score in the following ranges:

Exceeds	33 – 44 points
Proficient	22 – 32 points
Unsatisfactory	0 – 21 points

Anyone receiving an overall rating of Exceeds may not receive an Unsatisfactory rating on any of the indicators on the evaluation tool.

If the evaluator does not have the opportunity during the observation/evaluation period to view one of the items listed on the evaluation tool, that area will not be scored. If the employee receives a lower score because the item was not observed and needs that item to move up one rating area, then a score of Proficient for that area shall be given.