

SPRINGS VALLEY COMMUNITY SCHOOL CORPORATION

Support Staff Personnel Evaluation

Employee's Name

School Year

Building

Position

Date

DIRECTIONS:

For each indicator, place appropriate number in the column that best describes the employee's performance for that item. The performance review should be used to provide the employee with a summative performance assessment and an opportunity to respond to the summative evaluation.

- | | | |
|---|---------------------|---|
| 4 | HIGHLY EFFECTIVE: | Demonstrates the skill at an exceptional level. |
| 3 | EFFECTIVE: | Demonstrates the skill at an acceptable level. |
| 2 | IMPROVEMENT NEEDED: | Demonstrates the skill at a level indicating improvement is needed. |
| 1 | INEFFECTIVE: | Does not demonstrate the skill at an acceptable level. |

CRITERIA FOR EVALUATION

- | | |
|---|-------|
| 1. Is punctual and regular in attendance. | _____ |
| 2. Completes duties promptly. | _____ |
| 3. Works through organizational ladder when solving problems. | _____ |
| 4. Maintains accurate records submitted on time. | _____ |
| 5. Demonstrates a knowledge of his/her job. | _____ |
| 6. Demonstrates effective job skills. | _____ |
| 7. Demonstrates a satisfactory quality of work. | _____ |
| 8. Practices approved and prescribed methods of safety. | _____ |
| 9. Deals with students, other staff members and parents in a positive and constructive manner. | _____ |
| 10. Accepts, interprets, and accomplishes school and district policies, procedures and rules in a positive way. | _____ |
| 11. States opinions and disagreements in a way conducive to group consensus. | _____ |
| 12. Handles problems in a constructive and fair manner. | _____ |
| 13. Keeps information about students and staff confidential. | _____ |
| 14. Presentation of self and grooming | _____ |

STRENGTHS:

RECOMMENDATIONS:

EMPLOYMENT RECOMMENDATION: Continue employment Continue Employment with concerns

Supervisor

Date

Employee

Date

Signatures indicate completion of process but not necessarily agreement.