

DRAFT 7/17/17

03.28 AP.21

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PERSONNEL

- CLASSIFIED PERSONNEL -

Classified Personnel Evaluation

EMPLOYEE'S NAME _____

SCHOOL YEAR _____

WORKSITE/SCHOOL _____

SUPERVISOR _____

POSITION: _____

DATE _____

☐ BUS DRIVER

☐ SCHOOL NUTRITION EMPLOYEE

☐ CUSTODIAN

☐ MAINTENANCE PERSONNEL

☐ INSTRUCTIONAL ASSISTANT

☐ BUS MECHANIC

☐ CLERICAL PERSONNEL

☐ OTHER, SPECIFY _____

EXPLANATION OF THE SCALE:

EXCELLENT (E)
IMPROVEMENT NEEDED (IN)

SATISFACTORY (S)
NOT APPLICABLE (NA)

UNSATISFACTORY (U)

JOB KNOWLEDGE:

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

		E	S	IN	U	NA
(a)	Has necessary skills to complete tasks required in current job.					
(b)	Understands and completes all records, reports, and documents required.					
(c)	Has working knowledge of equipment/material that is necessary for completion of assigned task.					
(d)	Attends appropriate in-service programs.					
(e)	Adheres to Board policies.					

Comments:

Classified Personnel Evaluation

<u>PRODUCTIVITY AND QUALITY OF WORK:</u>						
Rate the completion, accuracy, timeliness, and volume of work.						
		E	S	IN	U	NA
(a)	Completes the required tasks.					
(b)	Completes tasks accurately.					
(c)	Completes tasks in a timely manner.					
(d)	Uses proper safety measures when working.					
(e)	Takes initiative in seeking and completing tasks without supervision.					

Comments:

<u>RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:</u>						
Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.						
		E	S	IN	U	NA
(a)	Uses discretion with confidential or privileged information.					
(b)	Follows directions.					
(c)	Uses good judgment in performing responsibilities.					
(d)	Organizes work responsibilities and sets priorities.					
(e)	Has a good attendance record.					
(f)	Reports to work punctually.					
(g)	Returns to work from break and/or lunch punctually.					

Comments:

Classified Personnel Evaluation**INTERPERSONAL RELATIONS:**

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

		E	S	IN	U	NA
(a)	Deals with students and parents in a positive, constructive manner.					
(b)	Deals with colleagues and supervisors in a positive, constructive manner.					
(c)	Cooperates in accomplishing school and District goals and objectives.					
(d)	Handles problems in a constructive and fair manner.					
(e)	Works through line/staff relationships when addressing problems.					
(f)	Offers differing opinions in a constructive and helpful manner.					
(g)	Demonstrates effective written and verbal communication skills.					

Comments:

SUMMARY

		E	S	IN	U	NA
(a)	Overall job performance on applicable items.					

Comments:

PERSONNEL

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(CONTINUED)

Classified Personnel Evaluation

GROWTH AND DEVELOPMENT:

Activities in which the employee has participated which could increase job effectiveness:

Improvement in the areas noted on this evaluation can be achieved by the following:

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement. For appeals, see related Procedures 03.28 AP.1 and 03.28 AP .22.

Employee's Signature

Date

Supervisor's Signature

Date

Employee's Comments:

RELATED PROCEDURES:

03.28 AP.1; 03.28 AP.22

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