

Southgate Community Schools
Support Staff Evaluation

Employee's Name _____ School Year _____
 Worksite/School _____ Supervisor _____

Position:

- | | |
|--|--|
| <input type="checkbox"/> Accountant | <input type="checkbox"/> Technology Dept |
| <input type="checkbox"/> Admin. Assistant | <input type="checkbox"/> Chief Engineer |
| <input type="checkbox"/> District Safety Coordinator | <input type="checkbox"/> Database Administrator |
| <input type="checkbox"/> Latchkey | <input type="checkbox"/> Chief Technician |
| <input type="checkbox"/> Paraprofessional | <input type="checkbox"/> Technology Specialist |
| <input type="checkbox"/> Security | <input type="checkbox"/> Other (Specify) |
| <input type="checkbox"/> SpEd Paraprofessional | <input type="checkbox"/> Maintenance Technician |
| | <input type="checkbox"/> Enrichment Aide (Asher) |
| | <input type="checkbox"/> Data Entry Clerk/ Registration (Asher) |
| | <input type="checkbox"/> _____ |

Performance Rating Scale Explanation

- Highly Effective (HE):** Consistently meets or exceeds performance expectations
Effective (E): Consistently meets performance expectations
Minimally Effective (ME): Sometimes meets performance expectations
Ineffective (I): Does not meet performance expectations or meets expectations infrequently requiring supervisor support.
Not Applicable (NA): Does not apply to job class

Job Knowledge:

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

| | Employee | | | | | Supervisor | | | | |
|---|----------|---|----|---|----|------------|---|----|---|----|
| | HE | E | ME | I | NA | HE | E | ME | 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 or equipment/material that is necessary for completion of assigned task. | | | | | | | | | | |
| d. Attends appropriate in-service programs. | | | | | | | | | | |
| e. Adheres to Board policies. | | | | | | | | | | |

Comments: _____

Productivity and Quality of Work:

Rate the completion, accuracy, timeliness, and volume of work.

| | Employee | | | | | Supervisor | | | | |
|--|----------|---|----|---|----|------------|---|----|---|----|
| | HE | E | ME | I | NA | HE | E | ME | 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: _____

Responsibility, Dependability, and Attendance:

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

| | Employee | | | | | Supervisor | | | | |
|---|----------|---|----|---|----|------------|---|----|---|----|
| | HE | E | ME | I | NA | HE | E | ME | I | NA |
| a. Uses discretion with confidential or privileged information. | | | | | | | | | | |
| b. Follows directions. | | | | | | | | | | |
| c. Uses good judgement 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: _____

Sick Days Used _____

PB Days Used _____

If employee and/or supervisor feels an explanation is necessary in regards to the usage of excessive Sick Days and/or PB Days, please provide explanation here:

Interpersonal Relations:

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

| | Employee | | | | | Supervisor | | | | |
|--|----------|---|----|---|----|------------|---|----|---|----|
| | HE | E | ME | I | NA | HE | E | ME | I | 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

Overall job performance on applicable items.

| Employee | | | | | Supervisor | | | | |
|----------|---|----|---|----|------------|---|----|---|----|
| HE | E | ME | I | NA | HE | E | ME | I | NA |
| | | | | | | | | | |

Comments: _____

Growth and Development: Activities in which the employee has participated which could increase job effectiveness.

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

This interview has been discussed with the employee, who has been given a copy.
Signatures acknowledge completion of the evaluation and not necessarily agreement.

(Employee's Signature) (Date)

(Supervisor's Signature) (Date)

Employee's Comments: _____

