

RSU No. 5
Printing Clerk Evaluation

Name:
Date:

Job Title:
School:

1. Does Not Meet Expectations	2. Partially Meets Expectations	3. Meets Job Expectations	4. Exceeds Job Expectations
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	Rating	Comments
Job qualifications are met		
Completes tasks in a thorough, complete and timely manner.		
Follows instructions and accepts directions.		
Performs other functions as requested by the administrator and by demands of the position.		
Shows creativity, innovation and problem solving skills.		
Operates in a courteous and tactful manner.		
Accepts constructive criticism.		
Demonstrates flexibility and cooperation.		
Demonstrates willingness to learn new equipment, and open to new ideas.		
Exhibits patience and respect for others.		
Functions as a team player.		
Communicates effectively and appropriately with students, teachers, parents and administrators.		
Maintain confidentiality about all aspects of administrative work, student performance and written and oral records.		

Follow health and safety procedures established by the system.		
Arrive and depart punctually, notifying appropriate personnel about absences and coverage.		
Demonstrate dependability, integrity and other ethical standards.		
Follow the chain of command for various administrative procedures and student or program concerns.		

Areas of Strength:

Areas for Growth:

Satisfactory

If 50% or more of the indicators receive a 3 or 4, it indicates a satisfactory rating.

Unsatisfactory

More than 50% of the indicators receiving a 1 or 2 indicates an unsatisfactory rating. Employees receiving an unsatisfactory rating will meet with administration to develop an action plan that addresses areas of concern. Re-evaluations may be part of this action plan.

Employee's Response:

Evaluator: _____ Date: _____

School Employee: _____ Date: _____