

**WAKULLA COUNTY SCHOOL BOARD
COMPREHENSIVE ASSESSMENT FORM SUMMARY
SUPPORT PERSONNEL**

Name _____ Position **OTHER HEALTH SERVICES ASSISTANT**

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Needs				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	[]	[]	[]	[]	[]

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding _____ Exemplary _____ Effective _____ Needs Improvement _____ Unsatisfactory _____
 100 – 94 93 – 86 85 – 75 74 – 65 64 - 0

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Comments of the Evaluator:

 Signature of Evaluatee Date

 Signature of Evaluator Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
OTHER HEALTH SERVICES ASSISTANT**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Assist students with physical needs (may include feeding, toileting, diapering, non-invasive procedures, use of equipment, scribing, note taking, transferring, transporting around the school campus). This may require heavy work.
2. Assist students with behavioral needs (may include implementing behavior plans, recording data, redirecting students, using appropriate management techniques, as directed by teacher.
3. Assist the teacher in preparing, organizing, disbursing, and storing equipment, materials and supplies necessary to perform their job functions.
4. Assist in keeping the classroom and school environment neat and attractive.
5. Assist in ensuring that the overall environment is designed for the overall safety, care and enrichment of the student.
6. Assist in maintaining the security of student records, materials and equipment.
7. Assist the teacher in the enforcement of classroom rules.
8. Maintain professionalism in all school matters.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 30 Exemplary 28 Effective 26 Needs Improvement 18 Unsatisfactory 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

9. Treat students and adults with consideration and respect.
10. Encourage students to do their best.
11. Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
12. Assist in maintaining positive relationships between the school and parents.
13. Communicate effectively orally and in writing.
14. Participate in training programs and inservice.
15. Assist peers in acquiring knowledge and understanding of particular area of responsibility.
16. Use effective, positive interpersonal skills.
17. Recognize and remain sensitive to the individual needs and differences of students.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 16 Exemplary 14 Effective 12 Needs Improvement 6 Unsatisfactory 0

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

18. Maintain a clean and orderly environment for students.
19. Manage time efficiently.
20. Perform assigned clerical and bookkeeping duties.
21. Prepare and maintain requested/required reports and records.
22. Work closely with teacher or other professionals.
23. Demonstrate support for teamwork.
24. Maintain confidentiality regarding student information.
25. Demonstrate integrity through ethical behavior.
26. Perform job responsibilities in a timely and consistent manner.
27. Exhibit attention to punctuality, attendance, accuracy, and thoroughness.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

4. SYSTEM SUPPORT

Category Definitions

28. Provide student supervision as assigned, following appropriate training.
29. Assist students with personal hygiene, health and safety issues, or grooming if required. This may require medium to heavy work.
30. Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.
31. Participate in all required pre-service and post service training activities.
32. Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.
33. Perform other incidental tasks consistent with the goals and objectives of this position.

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Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

5. WORKSITE SERVICE STANDARDS

Category Definitions

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

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Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0