

*North Kitsap School District*  
 Poulsbo, Washington  
**PERFORMANCE EVALUATION FOR OFFICE MANAGER**

Employee:

School:

Evaluation Type:      Probation                  Annual                  Other

Date of Evaluation:

The PSE Collective Bargaining Agreement contains the procedures for evaluating employees.  
 New Employees – See Sections 6.1 through 6.3  
 Returning Employees – See Sections 3.5 through 3.5.1

**\*\*\*Any area in which “Area for Growth” or “Does Not Meet Criteria” is indicated must be followed by written comments explaining the deficiency and the procedures recommended for helping the individual become effective through self-improvement.\*\*\***

<b>JOB PERFORMANCE</b>	Exceeds Expectation	Meets Expectation	Area for Growth	Does Not Meet Expectation- Unsatisfactory	N/A
Job Knowledge					
Quality of Work – overall <ul style="list-style-type: none"> <li>• Ability to Organize</li> <li>• Accomplishes work on schedule</li> </ul>					
Maintains Confidentiality					
Demonstrates good decision making skills					
Ability to complete assignments thoroughly and with minimal supervision					
Flexibility in adapting to new situations, demands and emergencies					
Understands and follows district and building procedures and practices					
Appropriately cares for district property/equipment					
Utilizes materials and equipment effectively					
<b>Evaluator Comments:</b>					

<b>JOB KNOWLEDGE</b>	Exceeds Expectation	Meets Expectation	Area for Growth	Does Not Meet Expectation- Unsatisfactory	N/A
Provides leadership, guidance and workflow coordination for school classified staff					
Possesses knowledge and skills in all areas pertaining to support of the building principal and administrative staff					
Performs and understands duties expected of the job					
Effectively implements and oversees maintenance, accounting and regular reporting of building records					
Uses correct grammar & spelling, effective writing and oral communication					

<b>JOB KNOWLEDGE (Cont.)</b>	Exceeds Expectation	Meets Expectation	Area for Growth	Does Not Meet Expectation- Unsatisfactory	N/A
Understands and uses the appropriate technology and software					
Updates skills as technology and software develops					
<b>Evaluator Comments:</b>					

<b>PERSONAL QUALITIES</b>	Exceeds Expectation	Meets Expectation	Area for Growth	Does Not Meet Expectation- Unsatisfactory	N/A
Shows interest and pride in work					
Punctual in terms of job responsibility					
Demonstrates courtesy and tact when dealing with the public, students, and staff					
Dependable in job responsibilities					
Fosters professional/interpersonal relationships					
Appropriate grooming and dress for position					
<b>Evaluator Comments:</b>					

<b>WORK ATTITUDE &amp; INITIATIVE</b>	Exceeds Expectation	Meets Expectation	Area for Growth	Does Not Meet Expectation- Unsatisfactory	N/A
Displays a teamwork approach					
Displays self-motivation to achieve job expectations					
Displays problem-solving skills					
<b>Evaluator Comments:</b>					

**ADDITIONAL COMMENTS OF EVALUATOR:**

**EMPLOYEE COMMENTS (OPTIONAL):**

I certify that this report has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date