

- CLASSIFIED PERSONNEL -

Classified Personnel Evaluation

EMPLOYEE'S NAME _____ SCHOOL YEAR _____

WORKSITE/SCHOOL _____ SUPERVISOR _____

POSITION:

- BUS DRIVER
- CUSTODIAN
- INSTRUCTIONAL ASSISTANT
- CLERICAL PERSONNEL
- SCHOOL NUTRITION EMPLOYEE
- MAINTENANCE PERSONNEL
- BUS MECHANIC
- OTHER, SPECIFY _____

EXPLANATION OF THE SCALE:

SATISFACTORY (S) UNSATISFACTORY (U)
 IMPROVEMENT NEEDED (IN) NOT APPLICABLE (NA)

JOB KNOWLEDGE:

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

- (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.

S	IN	U	NA

Comments: _____

PRODUCTIVITY AND QUALITY OF WORK:

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

- (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.

S	IN	U	NA

Comments: _____

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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.

- (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.

S	IN	U	NA

Comments: _____

INTERPERSONAL RELATIONS:

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

- (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.

S	IN	U	NA

Comments: _____

SUMMARY

Overall job performance on applicable items.

S	IN	U	NA

Classified Personnel Evaluation

Overall, does the employee meet the designated performance standards? Yes No

Comment: _____

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.

Employee's Signature *Date* *Supervisor's Signature* *Date*

Employee's Comments: _____

Classified Personnel Evaluation

DIRECTOR OF FAMILY RESOURCE/YOUTH SERVICE CENTER EVALUATION

EMPLOYEE'S NAME _____ **SCHOOL YEAR** _____

WORKSITE/SCHOOL _____ **EVALUATOR:** _____

RATING SCALE:

SATISFACTORY (S) UNSATISFACTORY (U)
IMPROVEMENT NEEDED (IN) NOT APPLICABLE (NA)

Responsibilities:

	S	IN	U	NA
(1) Collaborates with school personnel to identify students in need of services.				
(2) Assists students and/or families in obtaining appropriate community resources.				
(3) Provides/collaborates with school for family training.				
(4) Coordinates recreation and enrichment programs for families.				
(5) Arranges for counseling services to students and/or families.				
(6) Collaborates/Refers to child care providers and/or after school activities.				
(7) Collaborates with school services available from local school personnel (school nurse, school psychologist, school counselor, etc.).				
(8) Attends advisory council meetings and provides regular updates.				
(9) Maintains records and database on computer.				
(10) Prepares and submits continuation application and year end report annually to the Office of Family Resource and Youth Service Centers.				
(11) Supervises everyday activities of the center's operation including:				
A. Budget (uses board/school/center funds wisely).....				
B. Staff.....				
C. Follows core and optional components.....				
D. Maintains confidentiality.....				
E. Meets deadlines when they exist.....				
(12) Attends required training sessions, regional, school and community meetings.				
(13) Participates in Comprehensive School Improvement Plan and committees.				
(14) Collaborates with District supervisor, Principal, advisory council, and Site Base Decision Making Council on center programming and operation.				

Classified Personnel Evaluation

DIRECTOR OF FAMILY RESOURCE/YOUTH SERVICE CENTER EVALUATION (CONTINUED)

Personal Characteristics:

- (1) Maintains a neat and professional appearance.
- (2) Shows enthusiasm for job (prepared to work).
- (3) Accepts constructive criticism.
- (4) Interacts with staff members effectively.
- (5) Exhibits good work habits.
- (6) Models appropriate behavior patterns.
- (7) Follows policy of school, District, and state.

S	IN	U	NA

Commendations/Strengths:

Recommendations for Improvement/Areas of Concern:

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

<i>Director's Signature</i>	<i>Date</i>	<i>Evaluator's Signature</i>	<i>Date</i>
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Director's Comments: _____

RELATED PROCEDURE:

03.28 AP.22

Review/Revised:7/23/09