

NAME	PERIOD OF REPORT	JOB TITLE
SCHOOL OR DEPARTMENT	TYPE: <input type="checkbox"/> Probation <input type="checkbox"/> Annual <input type="checkbox"/> Transfer	DATE

PRINCIPAL/SCHOOL SUPERVISOR EVALUATION**1. COOPERATION**

Frequently causes unrest or friction with others. <input type="checkbox"/>	Cooperates reluctantly. <input type="checkbox"/>	Acceptable. <input type="checkbox"/>	Cooperates and gets along well with others. <input type="checkbox"/>	Exceptionally cooperative. <input type="checkbox"/>
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2. DEPENDABILITY

Cannot be relied on, work must be closely supervised. <input type="checkbox"/>	Needs more supervision than others doing same work. <input type="checkbox"/>	Can be entrusted to do a job with routine supervision <input type="checkbox"/>	Works well, requires minimal supervision <input type="checkbox"/>	Justifies utmost confidence, carries out work in all detail. <input type="checkbox"/>
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3. ADAPTABILITY

Has difficulty in adjusting to changes from daily routine. <input type="checkbox"/>	Has difficulty when shifted to new or different conditions. <input type="checkbox"/>	Satisfactory in new or different conditions. <input type="checkbox"/>	Willingly accepts new or different conditions, adjusts quickly. <input type="checkbox"/>	Highly flexible, can be used effectively on several types of work. <input type="checkbox"/>
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4. INITIATIVE

Lacks initiative, performs only as directed. <input type="checkbox"/>	Rarely shows initiative <input type="checkbox"/>	Shows initiative, makes some suggestions. <input type="checkbox"/>	Is progressive, uses creative imagination. <input type="checkbox"/>	Initiative results in frequent saving in time and materials and improves effectiveness <input type="checkbox"/>
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5. SAFETY

Often careless of safety of self and others. <input type="checkbox"/>	Occasionally careless of safety of self and others. <input type="checkbox"/>	Follows acceptable safety practices. <input type="checkbox"/>	Practices good safety habits. <input type="checkbox"/>	Exercises great care and foresees hazards to self and others. <input type="checkbox"/>
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6. ATTENDANCE AND PUNCTUALITY

Undependable. <input type="checkbox"/>	Frequently absent or late. <input type="checkbox"/>	Acceptable in attendance. <input type="checkbox"/>	Infrequently absent or late. <input type="checkbox"/>	Extremely dependable. <input type="checkbox"/>
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7. JUDGMENT

Unable to make appropriate decisions. <input type="checkbox"/>	Frequently makes errors in judgment. <input type="checkbox"/>	Occasionally needs help in making decisions. <input type="checkbox"/>	Seldom errs in decisions. <input type="checkbox"/>	Accurately assesses situations, makes quick, accurate decisions <input type="checkbox"/>
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Evaluator's Comments (The evaluator should explain any negative responses.):

Employee's Comments:

The signature below does not necessarily imply that the employee agrees with the preceding report, but only that he/she has seen and discussed it with the supervisor.

EMPLOYEE SIGNATURE _____

DATE _____

PRINCIPAL OR SUPERVISOR SIGNATURE _____

DATE _____

HEALTH SERVICES EVALUATION

1. HEALTH ENVIRONMENT

<input type="checkbox"/> Nurse's office is in disarray, unsanitary, or is inappropriate for health procedures. Medications are not stored properly. The nurse does not check the AED or have a "go-bag" for emergencies.	<input type="checkbox"/> Nurse attempts to create a well-organized space with some success. Medications are stored properly, but difficult to find. The AED is checked infrequently. A "go bag" is present but is not stocked or easy to locate.	<input type="checkbox"/> Nurse's office is well organized, clean, and used appropriately. Medications are properly stored and easy to find. The AED is checked frequently. The "go bag" is present and easy to locate.	<input type="checkbox"/> Nurse's office is efficiently organized, sanitary, and highly functioning. Medications are properly stored and simple to find. The nurse maintains a record of frequent AED checks. The "go bag" is organized and accessible.
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2. EVALUATION AND CARE

<input type="checkbox"/> Nurse does not assess student needs, or assessment is inaccurate. Makes inappropriate suggestions or referrals.	<input type="checkbox"/> Nurse attempts to assess student needs, but leaves out crucial information, or misses opportunities for referrals.	<input type="checkbox"/> Nurse assesses the needs of the student and makes appropriate suggestions and referrals.	<input type="checkbox"/> Student assessment is complete, detailed, and individualized. Findings lead to appropriate referrals and helpful suggestions. Nurse collaborates with school and health services teams.
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3. MAINTENANCE OF RECORDS

<input type="checkbox"/> Nurse's reports, records and documentation are missing, late, inaccurate, or confusing. Health histories are not checked, and health conditions are not updated. Confidentiality is not maintained.	<input type="checkbox"/> Nurse's reports, records and documentation are generally accurate, but occasionally late. Health histories are checked, but often well after enrollment. Health conditions have been added but require review. Confidentiality is considered but may not be maintained.	<input type="checkbox"/> Nurse's reports, records and documentation are accurate and completed in a timely manner. Health histories are reviewed in a timely manner and health conditions are updated in the EMR. Confidentiality is maintained.	<input type="checkbox"/> Nurse has a highly systematic and efficient approach for documentation. Documentation is complete and accurate. Confidentiality is maintained.
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4. MEDICATION MANAGEMENT

<input type="checkbox"/> Medications are administered with no regard to state or district policies. Controlled substance counts are not maintained.	<input type="checkbox"/> Medications are only administered by designated staff, but paperwork and documentation are incomplete or missing. Controlled substances are partially counted and maintained.	<input type="checkbox"/> Medications are administered by designated staff, paperwork and documentation is complete and easy to access. Controlled substances are counted monthly, and records are accessible.	<input type="checkbox"/> Medication management is thorough and efficient, with proper administration and documentation, and models technique to others. Controlled substances are counted weekly, records are accessible.
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5. IMMUNIZATION MONITORING and COMPLIANCE

<input type="checkbox"/> Nurse is unaware or unable to determine if students are compliant with state required vaccines. Records are incomplete. Nurse does not use WAIS.	<input type="checkbox"/> Nurse attempts to ensure appropriate vaccines have been provided, though often gives inaccurate information. Does not follow up or does not document attempts to inform of vaccination concerns. Use of WAIS is irregular.	<input type="checkbox"/> Nurse is able to assess an immunization record for compliance and make appropriate suggestions for obtaining vaccines or exemptions as needed. Nurse is aware of reason for all not-compliant students, and uses WAIS.	<input type="checkbox"/> Immunization records are assessed accurately, appropriately referred. Nurse is able to use WAIS to evaluate student record, run rosters, print letters, and update vaccine records.
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Evaluator's Comments (The evaluator should explain any negative responses):

Employee's Comments:

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EMPLOYEE SIGNATURE _____	DATE _____
PRINCIPAL OR SUPERVISOR SIGNATURE _____	DATE _____
NURSE SUPERVISOR SIGNATURE _____	DATE _____