Name_____ **Evaluation Period** _____

Position_____ **Department/campus**_____

Evaluator_____ **Title**_____

Rating scale:			
	O	Outstanding	Performance significantly exceeds expectations
	E	Exceeds expectations	Performance exceeds expectations
	M	Meets expectations	Performance meets expectations
	I	Improvement indicated	Performance is below expectations
	U	Unsatisfactory	Performance does not meet expectations

Directions: Use the following descriptors to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (O) outstanding, (I) improvement indicated, or (U) unsatisfactory.

Rating	General responsibilities and skills
_____	**Performance area: School and community relations** • Participates in school and community activities. • Works cooperatively with others. • Demonstrates knowledge of district policies and procedures. • Participates in meetings, training, and special events. • Follows appropriate lines of authority. • Adheres to state, district, and campus policies, regulatiosn, and procedures. **Comments:**
_____	**Performance area: Planning and organization** • Sets goals with supervisor. • Completes tasks in a timely and accurate manner. • Keeps records organized, up-to-date, and accurate. • Disseminates information on a timely and periodic basis. **Comments:**
_____	**Performance area: Communication** • Communicates in a clear, effective, and informative manner. • Writes and speaks in an understandable and organized manner. • Communicates role and program related to the district's mission and goals. • Promotes positive interactions with the community . **Comments:**

_____	**Performance area: Job knowledge and skills** • Demonstrates knowledge of job requirements. • Bases recommendations and decisions on data, knowledge, and experience. • Provides leadership and direction for improvement in areas of responsibility. • Evaluates and analyzes results to determine effectiveness. • Uses innovations and current developments in areas of responsibility. **Comments:**
_____	**Performance area: Professional growth and development** • Participates in self-evaluation. • Cooperatively sets goals that reflect feedback from evaluation process. • Seeks self-improvement ideas. **Comments:**
	Specialized responsibilities and skills
_____	**Performance area: Records, Reports, and Correspondence** • Prepares correspondence, forms, reports, manuals, and presentations for the department head and other department staff. • Complies, maintains, and files all reports, records and other program documents as required. • Maintains all records and files in order and current. • Works closely with the district's business office in any and all matters related to the program. **Comments:**

_____	**Performance area: Accounting** • Works closely with the district's Chief Financial Officer and accounting clerk personnel to facilitate any and all department purchases and invoicing. • Works closely with project director on developing and managing grant and program budgets. • Works closely with inventory department and maintains accurate and current inventory of all program equipment and supplies. • Monitors and processes program personel time records including leave requests and reports and submits in accordance with district policies and procedures. • Processes all program staff time sheets and works closely with payroll clerk. • Maintaings personnel records current and in order. **Comments:**
_____	**Performance area: Personnel** • Works with HR department on all personnel hiring advertisements and interviewing processes. • Monitors and processes program personel time records including leave requests and reports and submits in accordance with district policies and procedures. • Processes all program staff time sheets and works closely with payroll clerk. • Maintaings personnel records current and in order.

	Comments:
_____	**Performance area: Other duties and responsibilities** • Answer and respond to incoming calls, take reliable messages, and route to appropriate staff. • Maintain a schedule of appointments and make travel arrangements for department staff. • Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment. • Receive, sort, and distribute mail and other documents to department staff. • Maintain confidentiality of information. • Follow district safety protocols and emergency procedures. • Performs any other duties or responsibilities as assigned. **Comments:**
_____	**Performance area:**
Performance goals	
General comments	

Employee comments
Overall performance rating (check one) ❑ **Outstanding** ❑ **Exceeds Expectations** ❑ **Meets Expectations** ❑ **Improvement Indicated** ❑ **Unsatisfactory**

This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature Date

Evaluator signature Date

Reviewer signature Date