Name_____ **Evaluation period**_____

Position_____ **Department/campus**_____

Evaluator_____ **Title**_____

Rating scale:			
	E	Exceeds expectations	Performance exceeds expectations
	P	Proficient	Performance meets expectations
	I	Needs improvement	Performance does not meet expectations
	N/A	Not applicable	Performance is not expected

Directions: Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

General skills				
1. Works cooperatively with others	E	P	I	N/A
2. Participates in meetings, training, and special events	E	P	I	N/A
3. Follows oral and written instructions from supervisor	E	P	I	N/A
4. Follows district policies and procedures	E	P	I	N/A
5. Provides safety and security for self and others	E	P	I	N/A
6. Completes assignments on time and accurately	E	P	I	N/A
7. Follows attendance and punctuality rules	E	P	I	N/A
8. Demonstrates appropriate job knowledge	E	P	I	N/A
9. Maintains neat and orderly work area	E	P	I	N/A
10. Uses, maintains, and stores work material properly	E	P	I	N/A
11. Identifies and responds to problems effectively	E	P	I	N/A
12. Communicates effectively	E	P	I	N/A
Specialized skills				

1. Assists site coordinator in implementing program schedules and activities	E	P	I	N/A
2. Assists in student data collection and entry for all site program activities.	E	P	I	N/A
3. Maintains updated student records.	E	P	I	N/A
4. Maintains bus schedules, student lists, and staff assignments current and accurate.	E	P	I	N/A
5. Provides support to enrichment instructors and after-school teachers when necessary.	E	P	I	N/A
6. Assists in supervising students and program staff.	E	P	I	N/A
7. Helps organize and maintain program supplies and inventory.	E	P	I	N/A
8. Assists in ordering afterschool meals and supervising students during meals.	E	P	I	N/A
9. Coordinates all afterschool program activities in the absence of the site coordinator.	E	P	I	N/A
10. Assists campus and/or district in special projects as required.	E	P	I	N/A
11. Assists afterschool team in completing district, local, and state reports.	E	P	I	N/A
12. Performs any and all other duties as assigned by ACE site coordinator and/or Project Director.	E	P	I	N/A
Performance goals				
General comments				
Employee comments				

Overall performance rating (check one)

❑ **Exceeds expectations** ❑ **Proficient** ❑ **Needs improvement**

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