CAJON VALLEY UNION SCHOOL DISTRICT

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

A-76
EXTENDED DAY PROGRAM
(rev. 12/2024)

EMP NAME:		**EMP ID:**	
JOB TITLE:		**DATE DUE:**	
SITE / DEPT:		☐ 3rd Month ☐ 5th Month ☐ Annual / Perm ☐ *Unscheduled*	

SECTION A

Any checks indicated in *Needs to Improve* and/or *Unsatisfactory* must be explained in Section E.

		OUTSTANDING	COMPETENT / MEETS STANDARDS	NEEDS IMPROVEMENT	UNSATISFACTORY	DOES NOT APPLY
GENERAL SKILLS						
1	Complies with all policies, regulations and procedures.	n/a	☐	☐	☐	☐
2	Maintains a good attendance record.	n/a	☐	☐	☐	☐
3	Observes time/work schedules.	n/a	☐	☐	☐	☐
4	Presents an appropriate appearance.	n/a	☐	☐	☐	☐
5	Effectively communicates with parents.	☐	☐	☐	☐	☐
6	Completes satisfactory volume of work within a reasonable time frame.	☐	☐	☐	☐	☐
7	Maintains confidentiality.	☐	☐	☐	☐	☐
8	Responds to need of community/parents/teachers in a professional manner.	☐	☐	☐	☐	☐
9	Participates in all department meetings and trainings.	☐	☐	☐	☐	☐
10	Applies proper supervision techniques to all children.	☐	☐	☐	☐	☐
11	Demonstrates the ability to effectively manage behavior and positively assist children.	☐	☐	☐	☐	☐
12	Demonstrates competence in standard written and oral language.	☐	☐	☐	☐	☐
13	Demonstrates ability to accurately assist various grade level students with homework.	☐	☐	☐	☐	☐
14	Demonstrates ability to accurately assist vin various grade level activities such as fine arts, P.E., and enrichments.	☐	☐	☐	☐	☐
15	Successfully handles aggressive and/or verbal behavior in a positive manner.	☐	☐	☐	☐	☐
16	Successful in maintaining a safe, clean, and orderly environment.	☐	☐	☐	☐	☐
17	Exhibits ability to follow directions.	☐	☐	☐	☐	☐
18	Demonstrates ability to make appropriate independent judgements.	☐	☐	☐	☐	☐
19	Work attitude (willingly accepts change, suggestions/directions, and demonstrates flexibility).	☐	☐	☐	☐	☐
20	Shows an interest in self-improvement.	☐	☐	☐	☐	☐
21	Understands department/District objectives and works to achieve them.	☐	☐	☐	☐	☐
22	Keeps lines of communication open between self and supervisor.	☐	☐	☐	☐	☐
ADDITIONAL FACTORS FOR EDP ASSISTANT						
23	Successfully assists in planning and implementing a homework component.	☐	☐	☐	☐	☐
24	Successfully assists in planning and implementing program activities.	☐	☐	☐	☐	☐
25	Successfully maintains accurate records related to all program activities (i.e., student attendance, fee collections, etc.)	☐	☐	☐	☐	☐
26	Successfully provides work direction to program aides.	☐	☐	☐	☐	☐
ADDITIONAL FACTORS FOR EDP LEAD						
27	Successfully integrates extended day program with school site programs as appropriate.	☐	☐	☐	☐	☐
28	Successfully provides training and work direction to program assistants.	☐	☐	☐	☐	☐
29	Demonstrates an understanding of, and follows, school site safety plan and procedures.	☐	☐	☐	☐	☐
30	Submits time sheets and attendance records on time.	☐	☐	☐	☐	☐
31	Initiates jobs that will contribute to the overall effectiveness of the operation.	☐	☐	☐	☐	☐

SUMMARY EVALUATION: Check OVERALL performance

☐ Outstanding ☐ Competent / Meets Standards ☐ Needs to Improve ☐ Unsatisfactory

*Overall rating below "Competent/Meets Standards" will NOT be forwarded to the employee's Personnel File for ten (10) working days after receipt of his/her copy.

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See next page for comments and signatures...

SECTION B: Record job STRENGTHS and superior performance.

SECTION C: Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualification.

SECTION D: Record specific GOALS OR IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

SECTION E: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. *Explain checks in Column D*.

ADDITIONAL COMMENTS:

EMPLOYEE:

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Signature: _____

Date: _____

EVALUATER:

Signature: _____

Print Name: _____

Title: _____

Date: _____

FOR 5TH MONTH EVALUATION

☐ I DO ☐ I DO NOT

recommend this employee be granted permanent status.