

SCOE EMPLOYEE EVALUATION
CLASSIFIED TEACHER ASSISTANT, TEACHER ASSISTANT/DRIVER, TEACHER ASSISTANT/BUS DRIVER

Name:	Position Title:
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Date of Evaluation:	Department:	Worksite:
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Employment Status:

Probationary – 1st Evaluation
 Annual Review
 Probationary – 2nd Evaluation

Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of "Needs Improvement" or "Unsatisfactory" are made.	N/A	Meets Standards	Needs Improvement	Unsatisfactory
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PERSONAL QUALITIES

1. Appropriate appearance for the job.	□	□	□	□
2. Dependable – punctual and has regular attendance.	□	□	□	□
3. Uses good judgment.	□	□	□	□
4. Shows initiative.	□	□	□	□
5. Courteous and tactful.	□	□	□	□
6. Flexible – willing to accept change or adapt to different aspects of the job.	□	□	□	□

Comments:

JOB PERFORMANCE

1. Starts and completes tasks without specific supervision.	□	□	□	□
2. Produces accurate and complete work.	□	□	□	□
3. Maintains equipment (i.e., adaptive equipment, video equipment, vehicles, etc.)	□	□	□	□
4. Makes use of good safety practices.	□	□	□	□
5. Performs other job related duties or tasks willingly, promptly, and effectively (i.e. signing, bilingual translating, etc.).	□	□	□	□
6. Maintains confidentiality required for assigned position.	□	□	□	□
7. Follows and implements teacher prepared lesson. Organizes materials needed for the lesson.	□	□	□	□
8. Responds appropriately to unusual or emergency situations.	□	□	□	□
9. Completes paper work accurately and on time.	□	□	□	□
10. Assures that all supplies are available when needed.	□	□	□	□

Comments:

QUALITY OF WORK

1. Job knowledge	□	□	□	□
2. Neatness	□	□	□	□
3. Thoroughness	□	□	□	□
4. Accuracy	□	□	□	□

Comments:

Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of "Needs Improvement" or "Unsatisfactory" are made.	N/A	Meets Standards	Needs Improvement	Unsatisfactory
WORK MANAGEMENT				
1. Devises effective solutions to problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Effectively plans and organizes work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicates clearly and effectively whether orally or in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
WORK PRODUCTIVITY				
1. Provides an effective volume of output/efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Meets schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
ATTITUDE TOWARD WORK				
1. Follows SCOE policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Follows worksite policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Accepts criticism and implement suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Accepts responsibility willingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Endeavors to improve work techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrates interest in work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Accepts new ideas and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
RELATIONSHIP WITH PEOPLE				
1. Sensitive to student dignity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Uses appropriate communication skills both oral and written.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Supports team effort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Effective in dealing with staff, students and public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
PROFESSIONAL GROWTH				
1. Participates in designated in-service training.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. Makes personal effort to improve education and job-related skills.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Comments:				

EVALUATION SUMMARY

A. Evaluator's Comments:

B. Suggestions for In-Service Training:

C. Certification of Evaluator:

I hereby certify that this report constitutes my best judgment of the service value of this employee and is based on personal observation and knowledge of his/her work.

Supervisor's Signature:

Date:

D. Waiver (Permanent Employee Only)

Evaluation may be waived upon written consent of employee, supervisor and department head.

_____ Evaluation for _____ school year waived.

Employee's Signature:

Department Head's Signature:

Supervisor's Signature:

Date:

E. Waiver (Permanent Employee Only)

Evaluation may be waived upon written consent of employee, supervisor and department head.

_____ Evaluation for _____ school year waived.

Employee's Signature:

Department Head's Signature:

Supervisor's Signature:

Date:

F. Employee's Comments:

G. Employee Certification:

My signature acknowledges that I have read and/or discussed this evaluation. It does not imply that I agree or disagree. I have received a copy of this evaluation.

Employee's Signature:

Date:

This evaluation and all attachments will be placed in your personnel file. You have ten (10) days from receipt of this evaluation to make any signed written comments you wish, which will be attached to this evaluation and placed in your personnel file.