**Performance Responsibilities** | **Rating** | **Comments**
---|---|---
Job qualifications are met | | |
Tasks are thorough, complete and timely | | |
Follows instructions and directions | | |
Shows willingness to accept direction | | |
Problem solving skills are evident | | |
Operates in a courteous and tactful manner | | |
Accepts constructive criticism | | |
Demonstrates flexibility and cooperation | | |
Demonstrates punctuality | | |
Demonstrates openness to new ideas | | |
Exhibits patience and respect for others | | |
Shows creativity and innovation | | |
Functions as a team player | | |
Has good attendance | | |
Communicates effectively and appropriately with students, teachers, parents, and administrators | | |
Works well with students | | |
Follows prescribed safety protocols | | |
Demonstrates evidence of professional growth | | |
Assigns off hour time for events fairly and on a rotating basis.
Maintains communication with building administrators to ensure all building needs are met.
Maintains communication with custodians to ensure building needs are met.

Areas of Strength:

Areas of Growth:

☐ Satisfactory

If 50% or more of the indicators receive a 3 or 4, it indicates a satisfactory rating.

☐ Unsatisfactory

More than 50% of the indicators receiving a 1 or 2 indicates an unsatisfactory rating. Employees receiving an unsatisfactory rating will meet with administration to develop an action plan that addresses areas of concern. Re-evaluations may be part of this action plan.

Employee’s Response:

Evaluator: ___________________________ Date: ______________

School Employee: ___________________________ Date: ______________

Approved: August 24, 2011 Final