

**SCHOOL DISTRICT OF CLAY COUNTY
SUPPORT EMPLOYEE EVALUATION**

Employee: _____ S.S.#: _____ Job Title: _____

School/Department: _____ School Year: _____ - _____

Principal's or Director's Name/Title: _____ Cost Center: _____

Statement: I understand that this instrument shall be used in evaluating my performance in accordance with the job description and School Board Policy.

The evaluation policies and procedures are located in the CESPMA Master Contract and Board Policy.

Employee Signature: _____ Date: _____ Evaluator's Signature/Title: _____ Date: _____

B = Below Standards A = Achieves Standards E=Exceeds Standards

Supporting comments are required for any performance standard marked "Below Standard" and encouraged for "Exceeds Standards."

A. WORK HABITS / SAFETY

		B	A	E
1. Demonstrates use of time management & organizational skills	A. 1	<input type="checkbox"/>	<input type="checkbox"/>	
2. Responds to requests & performs assignment deadlines in a timely & professional manner	2	<input type="checkbox"/>	<input type="checkbox"/>	
3. Requires little or no supervision	3	<input type="checkbox"/>	<input type="checkbox"/>	
4. Maintains confidentiality	4	<input type="checkbox"/>	<input type="checkbox"/>	
5. Complies with School Board, School/Department policies and procedures	5	<input type="checkbox"/>	<input type="checkbox"/>	
6. Maintains a clean, neat and organized work environment	6	<input type="checkbox"/>	<input type="checkbox"/>	
7. Operates equipment in a safe manner, including School Board vehicles where applicable	7	<input type="checkbox"/>	<input type="checkbox"/>	
8. Demonstrates self-direction, self-motivation, and desire for self-improvement	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrates sound logic in problem solving	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. WORK ATTENDANCE

		B	A	E
1. Complies with Board approved work hours and attendance policies	B. 1	<input type="checkbox"/>	<input type="checkbox"/>	
2. Displays an awareness of impact on others when absent	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. RELATIONSHIP WITH OTHERS

		B	A	E
1. Communicates effectively with others in a courteous and tactful manner	C. 1	<input type="checkbox"/>	<input type="checkbox"/>	
2. Displays willingness to assist others	2	<input type="checkbox"/>	<input type="checkbox"/>	
3. Interacts appropriately with supervisors, staff, students and the public	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. QUALITY OF WORK / JOB KNOWLEDGE

		B	A	E
1. Displays level of knowledge to accomplish job assignments per the job description	D. 1	<input type="checkbox"/>	<input type="checkbox"/>	
2. Produces accurate work and maintains accurate records	2	<input type="checkbox"/>	<input type="checkbox"/>	
3. Accepts authority and supervision of work with professionalism	3	<input type="checkbox"/>	<input type="checkbox"/>	
4. Consistently performs quality work and job assignments in accordance with established guidelines & procedures	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. APPEARANCE

		B	A
1. Dresses appropriately for position or wears and maintains uniform as required	E. 1	<input type="checkbox"/>	<input type="checkbox"/>



