

Classified Employee Self-Evaluation and Supervisor Evaluation

	Speech/Language Assistant	
Employee	Position Title	Date

- 0. Not Applicable or Observed
- 1. Unsatisfactory Performance
- 2. Average Performance

- 3. Expected Performance
- 4. Exceeds Expected Performance

- E=Employee
- S=Supervisor

E	S	<u>I. Personal Qualities</u>
		Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
		Communicates & works cooperatively with other members of the staff & public.
		Is neat in appearance and dresses appropriately for the position.
		Maintains confidentiality and honesty in performing assigned tasks.

Category Evaluation

	Employee	Supervisor
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E	S	<u>II. Timeliness</u>
		Turns in time sheet as required
		Keeps time sheet current
		Meets deadlines
		Attends meetings as required
		Arrives on time and works scheduled hours.
		Manages time properly.
		Notifies the principal in event of illness

Category Evaluation

	Employee	Supervisor
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E	S	<u>I. General Duties</u>
		Observes set working hours
		Attends work regularly
		Uses the computer for a daily check.
		Other duties as assigned
		Follows District policy/handbook
		Enters data for all required reports in an accurate & timely manner.

Category Evaluation

	Employee	Supervisor
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E	S	<u>III. Scope of work</u>
		Assists in processing referrals
		Assists in obtaining student information
		Assists in scheduling conferences
		Participates in IEP conferences & preparation of same
		Implements communication programs
		Travels as required
		Participates in in-service training

Category Evaluation

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1. I feel I have shown development and growth in my position because: (list classes taken, work- shops attended, independent study, etc.)

2. Commendations or areas during the last year for which I would like to be recognized are:

3. List areas of participation and/or accomplishment outside the position responsibilities that are job related: (i.e. site councils, committees, task forces, clubs, activities, coaching, etc.) Do not include community or civic activities outside of your job description.

Overall Evaluation

<input type="checkbox"/>	Employee	<input type="checkbox"/>	Supervisor
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Evaluator's Recommendation for:

- Continued Employment
- Plan of Assistance
- Termination

Comments:

Evaluator's Signature

Date

I have read this appraisal of my performance and discussed it with the evaluator.

Employee's Signature

Date

Statement by employee attached. Yes No