

Classified Employee Self-Evaluation and Supervisor Evaluation

	Office 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.
		Functions in a positive attitude where there is pressure, frequent interruptions, & in an atmosphere which may be stressful.

Category Evaluation

Employee	Supervisor
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E	S	<u>II. General</u>
		Answers phones
		Handles front counter
		Types assigned material
		Maintains student attendance records
		Assists with the lunch program records including point of service
		Presents a positive image for the District

		Posts out-going mail
		Clerical duties as assigned
		Assists in keeping records in school supplies, inventories, orders.
		Assists in ordering, receiving and distributing of supplies.
		Helps maintain accounting records as requested.
		Cross-trains.
		Follows District policy/handbook
		Replaces the secretary in all functions when asked to do so.
		Is responsible for such things as report cards, scheduling, data entry, P/T conference organization, taking & preparing minutes to staff meetings when requested by the building administrator.
		Uses the computer for a daily check.
		Enters data for all required reports in an accurate & timely manner.
		Other duties as assigned

Category Evaluation

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E	S	III. Timeliness
		Turns in time sheet as required
		Keeps time sheet current
		Meets deadlines
		Attends meetings as required

		Arrives on time, works scheduled hours
		Manages time properly.
		Notifies the principal in event of illness
		Informs the principal of problems that need attention

Category Evaluation

	Employee		Supervisor
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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

	Employee		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