

Self-Evaluation & Supervisor Evaluation Extra-Curricular Advisor

Employee Name:	Position:	Date:
----------------	-----------	-------

Please use the following rating system:	
0=Not Applicable or Observed	3=Expected performance
1=Unsatisfactory Performance	4=Exceeds Expected Performance
2=Average Performance	

E = Employee S = Supervisor

E	S	Personal Qualities
		Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
		Communicates and works cooperatively with other members of staff and 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, and in an atmosphere which may be stressful.

E	S	General Duties
		Provides positive guidance and leadership to student group(s).
		Coordinates events and/or fundraising projects efficiently.

E	S	Timeliness
		Returns requests for information by the date and time specified.
		Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
		Arrives on time and works scheduled hours.
		Notifies the building principal in the event of illness.
		Promptly informs the building principal of problems that need attention.

E	S	Student Discipline/Activity Management
		Enforces all rules of Monroe School District.
		Maintains control of students.
		Supervises the playing area or dressing rooms until all participants have left the area.
		Is responsible for the personal and professional appearance of each student involved in the particular event during practice and event days.
		Works cooperatively with other staff in scheduling practice times and events.

Overall Evaluation	
Employee	Supervisor

Supervisor's Recommendation:

_____ Contract Renewal

_____ Termination

Evaluators' Signature

Date

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

Statement by employee attached: _____ Yes _____ No

Employee's Signature

Date