

SECRETARY/SECONDARY TEACHER ASSISTANT – EVALUATION INSTRUMENT

Evaluation of _____ Date _____

Purpose: The evaluation process is to aid the school in maintaining high quality in support service. Information gained during the evaluation process shall be used to enhance individual strengths and provide a plan of improvement for identified needs.

One copy of this form shall be kept on file for every evaluation period. The evaluation will be completed by April 1 of each year. When a rating of 1 or 2 is given, the reasons will be given in writing. Signing the evaluation does not necessarily mean the evaluatee is in agreement with the evaluator's statements.

- 4. -Commendable
 -Exceeds normal standards
 -A real strength
 -Almost always true

- 3. -Satisfactory
 -Acceptable
 -Meets standards
 -True most of the time

- 2. -Needs improvement to meet standards
 -Seldom true

- 1. -Unsatisfactory and fails to meet standards
 -Really needs improvement
 -Almost never true

- 0. -Insufficient knowledge on which to evaluate
 -Non-applicable

EVALUATION FOR SECRETARY/SECONDARY TEACHER AID

A. COOPERATION

- 1. Works with administration in the total school program.
- 2. Keeps supervisor informed of important details.
- 3. Shows interest in cooperating with supervisor.
- 4. Willingly does share of work.

B. ADAPTABILITY

- 1. Assumes personal responsibility for job.
- 2. Changes duties without hesitation.
- 3. Accepts necessary changes good-naturedly.

C. INTEREST IN DOING A GOOD JOB

- 1. Always working diligently at assignment.
- 2. A "self-starter".

D. INITIATIVE

- 1. Follows new methods willingly.
- 2. Makes good suggestions.
- 3. Shows interest in job improvement.

E. FOLLOWING DIRECTIONS

- 1. Carries out instructions completely.
- 2. Follows procedures and directions.

F. HOUSEKEEPING

- 1. Works neatly and does own share of cleaning.
- 2. Takes pride in appearance of unit.
- 3. Follows cleaning routines diligently.

G. PUBLIC RELATIONS

- 1. Supports school policy and actions.
- 2. Earns respect and support of the community in oral and written communications.

H. PERSONAL APPEARANCE

- 1. Neatly groomed.
- 2. Appropriate dress for occasion.

I. PERSONAL CONDUCT

- 1. Demonstrates mature behavior in difficult situations.
- 2. Helps boost morale of group.
- 3. Is aware of the needs of others.

J. DEPENDABILITY

- 1. Takes personal responsibility to see that job is covered.
- 2. Follows proper usage of leave privileges.
- 3. Attendance record.

Comments

Evaluator's Signature Date

Evaluatee's Signature Date