

**CROSSETT SCHOOL DISTRICT
CLASSIFIED EMPLOYEE EVALUATION FORM
Campus Clerical Employee Evaluation**

The purpose of this evaluation is to inform the employee of job performance with the goal of improving performance. An evaluation is to be completed each year and filed in the Superintendent's office before the April board meeting of each year. The evaluation may be conducted on a more frequent basis.

EMPLOYEE'S NAME _____ DATE _____

PRESENT POSITION _____ SCHOOL/DEPT. _____

PERIOD COVERED BY THIS EVALUATION _____ TO _____

Definition of Evaluation Terms: **N/A**=Not Applicable; **1**=Unsatisfactory, needs immediate improvement; **2**=Marginal, work is in need of improvement; **3**=Meets Requirements, producing desired results; **4**=Exceeds Requirements; **5**=Exceptional.

	5	4	3	2	1
The school secretary acts as a school receptionist in a professional, courteous manner to those served through face-to-face meetings and through use of the telephone.					
Gives information and answers complaints relating to the school by referring callers to the proper person and arranging appointments.					
Receives students, answering questions for both students and parents, gives minor first aid as needed and calls parents when students are ill, when nurse is not available.					
Maintains administrative and school records as directed by the administration.					
Enrolls new students from other districts, receiving and sending for proper records.					
Receives money from various activity related sources, writing receipts, and maintaining proper records of transactions, turns money in daily to district office as directed.					
Types forms, letters, bulletins, reports, book orders, and other materials with adequate proof-reading ability.					
Supervises the operation of all office machines.					
Supervises student office workers.					
Takes and transcribes material from administration.					
Keeps office area neat and organized.					
Files correspondence, invoices, and other records in the prescribed manner.					
Sorts incoming mail for distribution to proper location.					
Performs other related work as required.					
Maintains attendance records in APSCN computer program daily.					
Maintains a well groomed and professional appearance adhering to the dress code.					
Is punctual to and in attendance at his/her assigned station.					
Maintains emotional control and stability.					

Comments: _____

EMPLOYEE STATEMENT: I have examined this evaluation, and have signed it; however, my signature does not necessarily indicate agreement with the contents, but only that they are recorded with my full knowledge.

Comments: _____

Signature of Employee

Date

Signature of Evaluator

Date

Improvement Plan - Year I II III

Name _____ Date to be accomplished _____

1. What job target is to be improved?

2. What are some specific ways to improve?

3. Indicate how the improvement will be demonstrated/measured.

4. What training/in-service is planned to address the need?

5. What can the Administration do to help you accomplish the goal?

Employee Signature

Evaluator Signature

Date

Date

Comments: _____

