

		SCORE		
		S	NI	NA
22.	Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style. Limits personal business and phone calls during work hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Enhances the climate of the building and the morale of colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Demonstrates loyalty to the school system and administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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24.	Enhances the climate of the building and the morale of colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Demonstrates loyalty to the school system and administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Answers telephone, directs calls and provides information to individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Manages and oversees the maintenance of the phone system, including assigning and recording greeting messages, adding and deleting users, repairs, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Manages attendance protocol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Files and keeps discipline forms and paddle permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Maintains and dispenses medications for students with signed authorization on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Maintains other office machines. Provides for supplies, maintenance, and use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Arranges for mail/package pick up and dissemination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Prepares and processes purchase orders and work orders as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Assists in maintaining daily attendance logs for teachers, substitutes and other school employees as directed by the principal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Seeks and maintains appropriate training and skills in all operations of the Student Information System.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Maintains the skills to keep payroll records as required by the central office, including leave forms and teacher attendance book, calls subs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Maintains the skills to serve as back-up bookkeeper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Serves as liaison to the central office in the handling of insurance matters, workers compensation claims, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Directs callers and visitors to the appropriate personnel and provides general information when requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	Performs all other duties and responsibilities as assigned by the supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Overall Evaluation is Satisfactory if 80% of the items rated are marked satisfactory. All NI's must have comments.

Overall Evaluation Score: Satisfactory Unsatisfactory

SIGNATURES: *Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.*

Employee: _____ Date: _____ Comments Attached: _____

Evaluator: _____ Date: _____ Comments Attached: _____

Comments: