

**Haysville USD #261**  
**Employee Performance Review**  
**Assistant District School Nurse**

EMPLOYEE INFORMATION

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Location

\_\_\_\_\_  
Job Classification

\_\_\_\_\_  
Evaluator Name

REVIEW GUIDELINES

**Directions:**

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

**Complete this Employee Evaluation using the following scale:**

**Outstanding** – Performance is so successful at this element of your job that special note should be made.

**Very Good** – Performance at this level is consistently better than average.

**Satisfactory** – Performance is at or above the standards required.

**Marginal** – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

**Unsatisfactory** – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Direct the building nurses/health aides in student health care in the absence of the District School Nurse in order to maintain continuity.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

2. Provide student health screenings for immunization status, vision and hearing screening, follow up of health issues noted, and consult with teachers and parents regarding health issues to assist the District School Nurse.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

3. Assist in conducting effective staff development and in-service activities to ensure nurses/health aides know best practices.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

4. Assist the District School Nurse to organize, maintain and report data and information related to health services in order to comply with all regulations.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

5. Demonstrate effective public relations skills necessary for the successful implementation of programs, the coordination of committees and to maintain productive relationships with colleagues, school personnel, parents, community resources, other health professionals and students to assist the District School Nurse.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

6. Assist the school administrators and District School Nurse in developing school health programs to ensure quality programs are implemented.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

7. Assist District School Nurse in primary prevention and control of communicable diseases and to provide personnel with Blood Borne Pathogen procedures to meet OSHA standards.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

8. Assist school personnel and District School Nurse in maintaining environmental standards in school to ensure a safe and healthy school environment.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

9. Assist District School Nurse with community agencies to provide improved health services to promote community/school relations.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

10. Provide emergency care and first aid for accidents and sudden illness of students until parents assume responsibility so students have the best possible care.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

11. Instruct teachers on screening students for health issues to empower teachers to respond appropriately to student health needs.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

12. Serve as a liaison between health professionals and the school system regarding the health needs of students to encourage communication between these entities.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

13. Assist District School Nurse with exclusion and readmission of students in compliance with State and Board policy on infections and contagious diseases.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

14. Assist District School Nurse to provide effective in-service education on health related topics for school system personnel when requested.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

15. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

16. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have discussed this performance evaluation with the employee.**

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**I have reviewed this performance evaluation.**

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**I have read this evaluation of my performance and discussed it with my evaluator.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date