

**Haysville USD #261**  
**Employee Performance Review**  
**Board Clerk**

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. Manage administrative support and correspondence for the purpose of maintaining efficient operations for the Board of Education.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

2. Prepare materials and information for regularly scheduled and called meetings, arrange travel schedule and reservations for the Board of Education members to ease coordination of meetings and to provide travel arrangements for the Board of Education members.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

3. Record and publish minutes of Board of Education meetings and other meetings as required for the purpose of providing information to the public and the district.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

4. Maintain Board of Education policies for the purpose of ensuring that the most current information is available for the Board of Education members.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

5. Promote excellent customer relations for the Board of Education for the purpose of providing a good work environment.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

6. 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:**

7. 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