

**Haysville USD #261**  
**Employee Performance Review**  
**Parent As Teacher Secretary**

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. Maintain and update Crisis Plan Notebook and Staff Handbook for the purpose of keeping current for each school year.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

2. Keep records and disseminate information regarding Parents as Teachers and The Bridge to Bright Beginnings Preschool, including student fees, and provide information to the District Business Department for the purpose of accountability for each school.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

3. Maintain student records for the purpose of documenting student progress.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

4. Compose, read, file, record and route incoming mail and/or messages for the purpose of effective communication within the building.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

5. Prepare outgoing mail, notices and bulletins for the purpose of maintaining communications within the community.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

6. Assist with preparation of Parents as Teachers entrance information for each school year so that the most accurate information is distributed to the public.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

7. Provide office and clerical support to the Coordinator and staff to ensure the smooth operation in the Parents as Teachers Office.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

8. Greet visitors; ascertain nature of business, and direct visitors to appropriate location in order to provide appropriate public relations.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

9. Compile data and prepare statistical reports in order to provide accurate information for each school.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

10. Maintain payroll records of teachers' attendance and process time cards for educational support staff for the purpose of payroll continuity.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

11. Maintain school activity calendar to keep the community informed of ongoing activities.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

12. Maintain school inventory; manage requisitions; monitor supplies; issue requests for equipment maintenance to maintain accountability of supply usage within the school.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

13. 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:**

14. 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