

Haysville USD #261
Employee Performance Review
Personnel Department 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. Provide assistance to certified personnel with questions on re-certification for the purpose of ensuring that all certified staff are current on their licensure.

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

Comments:

2. Maintain records of certified personnel college hours over degree for movement on the pay scale so salaries are accurately calculated.

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

Comments:

3. Process administrator, teacher, and supplemental contracts to account for employee responsibilities and pay.

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

Comments:

4. Maintain certified files for the purpose of providing an up-to-date reference and remain in compliance with regulations.

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

Comments:

5. Maintain and assist with developing of district school calendar for the purpose of documentation.

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

Comments:

6. Prepare the State Certified Personnel Report to ensure that all information regarding the district's certified employees is accurate.

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

Comments:

7. Process Workers Compensation claims and assist employees with Workers Compensation information and concerns for the purpose of delivering information in support of employees.

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

Comments:

8. Maintain records of certified evaluations and send out memos to supervisors notifying them of evaluation due dates to remain in compliance.

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

Comments:

9. Assist with questions and maintain records of employees requesting FMLA (Family Medical Leave Act) to provide the most current information regarding federal regulations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

10. 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:

11. 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