

Haysville USD #261
Employee Performance Review
Special Education 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 office and clerical support to ensure the smooth operations in the Special Education Department.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Answer phone and route messages and correspondence appropriately in order to provide appropriate public relations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Prepare information and materials for staffing and /or meetings for the purpose of ensuring that the appropriate information is being conveyed.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

4. Prepare purchase requisitions for the purpose of maintaining accountability of purchases within the department.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Receive, process, and distribute special education referrals, materials, and records for the purpose of maintaining current student information.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Maintain MIS information on all students for the purpose of maintaining all current information with the State.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Input all IEP data correctly and submit correction requests to certified staff for the purpose of accountability for state required IEPs.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

8. Attend meetings and inservice presentations for the purpose of acquiring and/or conveying information relative to job functions.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. 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:

10. 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