

**EDUCATION SUPPORT PROFESSIONAL EVALUATION**

<b>Name</b> (Last) (First) (Initial)			<b>Period Covered</b> From To <small>Mo. Day Yr. Mo. Day Yr.</small>	
<b>Classification:</b> Education Support Professional	<b>Status:</b> Permanent	<b>If Prob. Date Ends:</b>	<b>Personnel Number:</b>	
<b>School</b>		<b>Department</b>		

**Reason for Review:**

END OF PROBATION     FIRST SEMESTER     SECOND SEMESTER     OTHER

Check Items:	E=Excels		S=Satisfactory			NI=Needs Improvement		U=Unsatisfactory		NA=Not Applicable		
	E	S	NI	U	NA		E	S	NI	U	NA	
<b>A. General: Record Keeping – Machine Operation</b>						<b>C. Planning and Follow-up Skills</b>						
1. Knowledge and ability to operate office machines; excluding typing skills						1. Ability to construct specific items for tests and worksheets from teacher-provided guidelines.						
2. Knowledge and ability to utilize common clerical procedure, excluding shorthand skills.						2. Ability to conduct follow-up lessons when provided guidelines by teacher.						
3. Ability to update standardize pupil information records						3. Ability to plan and implement specific learning activities						
4. Implement appropriate suggestions for improvement						<b>D. Community Involvement</b>						
						1. Ability to explain assigned county programs to individual parents						
						2. Ability to work with individual parents						
						3. Ability to plan and implement required meetings and parent inservice workshops						
<b>B. Student/Teacher Assistance</b>						<b>E. Work Habits and Personal Relations</b>						
1. Ability to work with individual students						1. Amount of work performed						
2. Ability to work with small groups of students						2. Accuracy						
3. Ability to assist students with teacher-planned activities						3. Initiative and resourcefulness						
4. Knowledge and ability to work in media centers						4. Neatness of work product						
5. Knowledge and ability to prepare instructional materials and teaching aids						5. Attendance						
6. Knowledge and ability to use instructional materials and teaching aids						6. Observance of work hours						
7. Ability to maintain control and discipline when assigned to primary responsibility						7. Completion of work on schedule						
8. Ability to care for students when teacher is not present (for example during an emergency temporary assignment and/ or during student movement to other areas).						8. Compliance with rules, policies and directives						
						9. Relations with fellow employees						
						10. Relations with supervisors						
						11. Relations with public						

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**RATER'S OVERALL EVALUATION**

- Unsatisfactory: Performance is inadequate and must be corrected.
- Needs Improvement: Performance does not fully meet job requirements as indicated below.
- Satisfactory: Employee is performing as required and expected in an entirely satisfactory manner.
- Excels: Performance surpasses job requirements.
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**COMMENTS**

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LIST SUGGESTIONS FOR IMPROVEMENTS ON ALL ITEMS MARKED "UNSATISFACTORY":

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EVALUATOR'S SIGNATURE

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TITLE

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DATE

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EVALUATOR'S PRINTED NAME

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I acknowledge that I have received a copy of this evaluation. I have had an opportunity to discuss it with my supervisor. In signing this evaluation, I do not necessarily agree with the conclusions. I understand that I may write my comments below or on another sheet of paper.

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EMPLOYEE SIGNATURE

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DATE

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