

CLERICAL PERFORMANCE EVALUATION TOOL

NAME:	EVALUATOR:
SCHOOL:	DATE:
EVALUATION PERIOD (SCHOOL YEAR)	JOB TITLE:

This form is intended to record the evaluator’s assessment of the above-named individual’s job performance as a clerical staff member during the school year shown. The purpose of the evaluation is to recognize the individual’s proficient or exemplary performance and to increase performance that is unsatisfactory or needs improvement.

This form is to be completed and signed by the evaluator and provided to the clerical staff member per the contractual timelines.

RUBRIC FOR EVALUATION RATING

EXEMPLARY (Performance consistently and effectively meets job requirements. Models best practices for other staff to ensure student needs are met.)	RATING OF “E”
PROFICIENT (Performance consistently and effectively meets job requirements)	RATING OF “P”
NEEDS IMPROVEMENT (Performance does not consistently meet job requirements. Improvement in some areas is required.)	RATING OF “NI”
UNSATISFACTORY (Performance does not meet job requirements.)	RATING OF “U”
NOT APPLICABLE	“N/A”
PLEASE NOTE: ANY RATING OF “NI” OR “U” SHOULD BE ACCOMPANIED BY EVIDENCE OR COMMENT	

JOB PERFORMANCE					
Displays interest and enthusiasm in work	E	P	NI	U	N/A
Work is performed accurately and timely	E	P	NI	U	N/A
Accepts and carries out assignments willingly and diligently	E	P	NI	U	N/A
Demonstrates flexibility and adjusts to change	E	P	NI	U	N/A
Demonstrates knowledge of and adherence to District/School/Department policies, protocols and procedures	E	P	NI	U	N/A
Follows guidance and actionable feedback	E	P	NI	U	N/A
Applies new knowledge and skills	E	P	NI	U	N/A
Follows through on directions and uses work time productively	E	P	NI	U	N/A
Works well both in a team and without constant supervision	E	P	NI	U	N/A

EVIDENCE OR COMMENTS:

INTERPERSONAL RELATIONSHIPS WITH STUDENTS, FAMILIES AND STAFF					
Interacts and relates appropriately with students, families, and staff	E	P	NI	U	N/A
Respects and is responsive to individual differences	E	P	NI	U	N/A
Maintains appropriate boundaries with students and families	E	P	NI	U	N/A
Maintains composure in challenging situations	E	P	NI	U	N/A
Is considerate of others and communicates effectively both verbally and in written form	E	P	NI	U	N/A
Brings concerns/issues through proper chain of command	E	P	NI	U	N/A
EVIDENCE OR COMMENTS:					

PROFESSIONAL RESPONSIBILITIES					
Maintains regular attendance, is punctual and follows procedures for reporting absences/late arrivals.	E	P	NI	U	N/A
Demonstrates initiative and resourcefulness	E	P	NI	U	N/A
Prepares and maintains a variety of materials as requested in a responsible and confidential manner (i.e. payroll, student records, reports, memos, mail, supplies, etc.)	E	P	NI	U	N/A
Maintains and updates student and family demographic information in SIS	E	P	NI	U	N/A
Demonstrates discretion and ethical behavior	E	P	NI	U	N/A

Maintains confidentiality	E	P	NI	U	N/A
Current and proficient in the use of both hardware and software used by the District and as is required (i.e. MS Office suite, School Dude, MUNIS Frontline, computers, scanners, printers, copiers, etc.)					
Uses technology and devices appropriately and according to the District's acceptable use policy	E	P	NI	U	N/A
Appropriately utilizes the District's translation/interpretation resources	E	P	NI	U	N/A
Senior/Principal Clerks Only: Provides guidance, training and direction to Jr Clerical staff as needed/directed to by Administration.	E	P	NI	U	N/A
EVIDENCE OR COMMENTS:					

Commendations:

Suggestions for continued growth:

Signature of Employee

Date

Signature of Evaluator

Date

Employee response: