

Refer to guidelines on the reverse side of this form

SCHOOL YEAR: 20__ - 20__ SUMMATIVE EVALUATION RATING <i>(check one):</i> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

CLASSIFIED EMPLOYEE EVALUATION REPORT

NAME OF EMPLOYEE (PRINT OR TYPE)

TITLE OF POSITION

LOCATION/DEPARTMENT

PERIOD COVERED:

NAME OF APPRAISER (PRINT OR TYPE)

TITLE OF POSITION

STATUS (CHECK ONE): **PROVISIONAL:** **EVALUATION DATE** _____
 PROBATIONARY: **EVALUATION DATE** _____
 PERMANENT: **EVALUATION DATE** _____

Areas for Review	Satisfactory	Unsatisfactory	Comments
Quality of work			
Quantity of work			
Work habits			
Dependability			
Attendance			
Interpersonal skills			
Supervisory skills			
SUMMARY			

SIGNATURE OF EMPLOYEE*

SIGNATURE OF APPRAISER

DATE OF POST-CONFERENCE

****THIS SIGNATURE INDICATES THAT THE REPORT WAS RECEIVED & REVIEWED. IT DOES NOT NECESSARILY DENOTE AGREEMENT. EMPLOYEE COMMENTS MAY BE MADE ON AN ADDITIONAL PAGE AND ATTACHED.***

GUIDELINES FOR EVALUATION OF CLASSIFIED EMPLOYEES

SPECIAL CONSIDERATION SHOULD BE GIVEN TO GUIDELINES FOR THE FOLLOWING:

Nurses:

Screening and evaluation; first aid; emergency management; maintenance of records and of office; interpersonal skills; professional conduct

Vocational Rehabilitation Counselors:

Abilities in testing; report writing; counseling and referral; translating evaluations into appropriate recommendations

Occupational and Physical Therapists:

- 1. Knowledge of Therapy Needs - Interventions are appropriate, state -of-the-art, and consistent with IEP**
- 2. Planning Skills - Develop meaningful IEP goals, objectives and evaluation measures**
- 3. Therapeutic Techniques - Individualize therapy, use appropriate materials and equipment, effectively direct and utilize physical therapy/occupational therapy assistants under his/her direction**
- 4. Behavior Management - Demonstrate understanding of behavioral techniques and consistently use the chosen behavioral approach, as established by educational team**
- 5. Interpersonal/Attitudinal Skills - Develop and maintain cooperative relationships with supervisors, peers, nonprofessional staff, district personnel, parents and students**
- 6. Professional Conduct - attendance; punctuality; attention to detail; timely completion of reports;/correspondence; use of professional judgement**