

Refer to guidelines on the reverse side of this form

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

\_\_\_\_\_  
**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**