



## Certificated (Non-Classroom) Evaluation Summary

| Permanent  | Probationary: | Year 1                              | Year 2   | Temporary                      |
|--|---------------|-------------------------------------|--|--------------------------------|
|  |               |                                     | <b>Assignment:</b>                             | Athletic Director              |
|  |               |                                     |  | Counselor                      |
|  |               |                                     |  | School Nurse                   |
| Name:  |               |                                     | Date:  |                                |
| School Site:   |               |                                     | Evaluator:                                     |                                |
| Check ( ✓ ) appropriate box for Yes or No  |               |                                     |  |                                |
| <b>A. Adherence to establish procedures</b>  |               |                                     | <b>Yes</b>                                     | <b>No</b>                      |
| 1. Implements developed services and programs  |               |                                     |  |                                |
| 2. Plans for and implements school-wide procedures and Board Policy                            |               |                                     |  |                                |
| 3. Maintains required records accurately and in a timely manner                                |               |                                     |  |                                |
| Comments:  |               |                                     |  |                                |
| Meet and/or exceeds District expectations  |               |                                     | Needs to improve to meet District expectations |                                |
| <b>B. Fulfillment of responsibilities to Students, Parents, and Staff</b>                      |               |                                     | <b>Yes</b>                                     | <b>No</b>                      |
| 1. Assists other staff with identified student needs   |               |                                     |  |                                |
| 2. Completes tasks and carries out responsibilities in a timely manner                         |               |                                     |  |                                |
| 3. Is accessible to staff, students, and parents   |               |                                     |  |                                |
| 4. Communicates effectively with parents, students, and staff                                  |               |                                     |  |                                |
| 5. Discreet in the use of confidential information   |               |                                     |  |                                |
| 6. Works cooperatively with staff  |               |                                     |  |                                |
| Comments:  |               |                                     |  |                                |
| Meet and/or exceeds District expectations  |               |                                     | Needs to improve to meet District expectations |                                |
| <b>C. Demonstrated Knowledge and Skills of the Assignments</b>                                 |               |                                     | <b>Yes</b>                                     | <b>No</b>                      |
| 1. Maintains current knowledge related to assignment and utilizes in best interest of students |               |                                     |  |                                |
| 2. Demonstrates knowledge related to assigned responsibilities                                 |               |                                     |  |                                |
| 3. Plans work systematically throughout the year   |               |                                     |  |                                |
| Comments:  |               |                                     |  |                                |
| Meet and/or exceeds District expectations  |               |                                     | Needs to improve to meet District expectations |                                |
| <b>D. Adjunct Duties – Responsibilities in addition to regular assignments</b>                 |               |                                     | <b>Yes</b>                                     | <b>No</b>                      |
| 1. Committee assignments (specify):  |               |                                     |  |                                |
| 2. After school/evening assignments  |               |                                     |  |                                |
| 3. Other adjunct duties  |               |                                     |  |                                |
| Comments:  |               |                                     |  |                                |
| Meet and/or exceeds District expectations  |               |                                     | Needs to improve to meet District expectations |                                |
| Summary – Preliminary Evaluation Dates:  |               |                                     |  |                                |
| Follow-up Conference Dates:  |               |                                     |  |                                |
| <b>RECOMMENDED</b>   |               | <b>RECOMMENDED WITH IMPROVEMENT</b> |  | <b>NOT RECOMMENDED</b>         |
| Evaluator Signature:   |               | Date:                               |  |                                |
| Principal Signature:   |               | Date:                               |  | Employee Signature:      Date: |

Copy 1 – Employee

Copy 2 – Personnel File

Copy 3 – Site Principal

*Employees has five (5) days within which to complete a response to this form prior to this form's inclusion in Employee's personnel file.*