

**WAKULLA COUNTY SCHOOL BOARD  
 COMPREHENSIVE ASSESSMENT FORM SUMMARY  
 SUPPORT PERSONNEL**

Name \_\_\_\_\_ Position **DATA ENTRY CLERK**

School / Dept \_\_\_\_\_ School Year \_\_\_\_\_ EIN # \_\_\_\_\_

JOB CONTEXT SERVICE CATEGORY	Needs				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
<b>Totals:</b>	[ ]	[ ]	[ ]	[ ]	[ ]

**Overall Rating**

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding       Exemplary       Effective       Needs Improvement       Unsatisfactory

100 - 94                      93 - 86                      85 - 75                      74 - 65                      64 - 0

**Comments of the Evaluatee:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This evaluation has been discussed with me: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Evaluatee                      Date

**Comments of the Evaluator:**

\_\_\_\_\_

\_\_\_\_\_  
Signature of Evaluator                      Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL  
PERFORMANCE APPRAISAL  
DATA ENTRY OPERATOR**

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. SERVICE DELIVERY**

**Category Definitions**

1. Prepare data collection sheets.
2. Collect, organize and enter data necessary for processing automated student records.
3. Print reports as required.
4. Maintain records of automated submissions as required.
5. Assist other staff members in meeting data entry requirements as needed.
6. Assist administrator in satisfying student database requirements.
7. Assist with the general production of instructional materials as needed.
8. Perform general office functions as required.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 30     Exemplary 28     Effective 26     Needs Improvement 18     Unsatisfactory 0

**2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

9. Communicate effectively with staff and administration.
10. Keep supervisor informed of potential problems or unusual events.
11. Respond to inquiries and concerns in a timely manner.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 16     Exemplary 14     Effective 12     Needs Improvement 6     Unsatisfactory 0

**3. EMPLOYEE QUALITIES / RESPONSIBILITIES**

**Category Definitions**

12. Demonstrate initiative in the performance of assigned responsibilities.
13. Provide for a safe and secure workplace.
14. Model and maintain high ethical standards.
15. Follow attendance, punctuality and proper dress rules.
16. Maintain confidentiality regarding school matters.
17. Maintain positive relationships with staff.
18. Participate in workshops and training sessions as required.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 18     Exemplary 16     Effective 14     Needs Improvement 7     Unsatisfactory 0

**WAKULLA COUNTY SCHOOL BOARD ANNUAL  
PERFORMANCE APPRAISAL  
DATA ENTRY OPERATOR**

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**4. SYSTEM SUPPORT**

**Category Definitions**

- 19. Prepare all required reports and maintain all appropriate records.
- 20. Follow all School Board policies and school policies and procedures.
- 21. Exhibit interpersonal skills to work as an effective team member.
- 22. Demonstrate support for the School District and its goals and priorities.
- 23. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 18     Exemplary 16     Effective 14     Needs Improvement 7     Unsatisfactory 0

**5. WORKSITE SERVICE STANDARDS**

**Category Definitions**

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

**(Special Note)**

**An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.**

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 18     Exemplary 16     Effective 14     Needs Improvement 7     Unsatisfactory 0