

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

Name _____

Position _____

PT NON-INST. (OTHER)

School / Dept _____

School Year _____

EIN # _____

JOB CONTEXT SERVICE CATEGORY

| | <u>Outstanding</u> | <u>Exemplary</u> | <u>Effective</u> | <u>Needs Improvement</u> | <u>Unsatisfactory</u> |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------|
| 1. PROFESSIONAL RESPONSIBILITIES | <input type="checkbox"/> 30 | <input type="checkbox"/> 28 | <input type="checkbox"/> 26 | <input type="checkbox"/> 18 | <input type="checkbox"/> 0 |
| 2. WORKSITE SERVICE STANDARDS | <input type="checkbox"/> 18 | <input type="checkbox"/> 16 | <input type="checkbox"/> 14 | <input type="checkbox"/> 7 | <input type="checkbox"/> 0 |
| Totals: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Overall Rating

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

Outstanding Exemplary Effective Needs Improvement Unsatisfactory

Comments of the Evaluatee:

 Signature of Evaluatee

 Date

Comments of the Evaluator:

 Signature of Evaluator

 Date

This evaluation has been discussed with me: Yes _____ No _____

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
PART TIME NON-INSTRUCTIONAL (OTHER)**

Name _____ Position Office Assistant/PT Non-Inst.

School / Dept. _____ School Year _____

1. PERFORMANCE RESPONSIBILITIES

Category Definitions

1. Perform the technical tasks designated by the supervisor.
2. Follow instructions and rules as apply to performing the tasks at hand and personnel conduct while in the employ of the Wakulla County School Board.
3. Clean up the work area and safely return all materials, supplies, and tools to their place of inventory or storage before leaving for short breaks or for the day.
4. Perform other tasks assigned by the Principal or designated Administrator.

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

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

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

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