

Community Education Kids' Company Leads and One-on-One Assistants

Date:

Employee Name:

Job Title:

Supervisor:

Review Type: Annual 6 Month (Initial Review)

Rating Scale:

- 5 Highly exceeds expectations by consistently demonstrating mastery of job duties and responsibilities.
- 4 Moderately exceeds expectations by frequently demonstrating a detailed knowledge of job duties and responsibilities.
- 3 Satisfactorily meets expectations by demonstrating a working knowledge of job duties and responsibilities.
- 2 Working towards meeting the expectations for job duties and responsibilities as described in comments below.
- 1 Does not meet expectations for job duties and responsibilities. Improvement plan is described below.

I. Performance of Job Duties and Responsibilities

Forms positive relationships by getting to know each child, interacting with each child and treating each child with respect.

Employee Rating: 5 4 3 2 1

Employee Comments:

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

Supervises children by overseeing transitions, maintaining control of larger groups of children, knowing where children are at all times, maintaining accurate attendance records, and communicating clear student expectations and behavior.

Employee Rating: 5 4 3 2 1

Employee Comments:

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

Supervises aides by clearly communicating expectations of job duties and involving aides in the execution of lesson plans.

Employee Rating: 5 4 3 2 1

Employee Comments:

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

Encourages aides to take initiative of activities and provides feedback on job performance.

Employee Rating: 5 4 3 2 1

Employee Comments:

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

Attends and participates in staff meetings. Follows district and Kids' Company policies and procedures. Respects the rules of the school and supervisors, and requests clarification when needed.

Employee Rating: 5 4 3 2 1

Employee Comments:

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

Demonstrates the importance of teamwork by integrating own activities with larger group and valuing contributions made by other team members.

Employee Rating: 5 4 3 2 1

Employee Comments:

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

Readily gives and receives help, projects a positive attitude to co-workers and supports team decisions.

Employee Rating: 5 4 3 2 1

Employee Comments:

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

Successfully maintains communication with parents. Listens and responds to concerns.

Employee Rating: 5 4 3 2 1

Employee Comments:

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

II. Quality of Work Product

Demonstrates organizational skills and judgment.

Employee Rating: 5 4 3 2 1

Employee Comments:

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

Creates lesson plans that are creative and stimulate learning. Lessons hold the children's interest and are age-appropriate. Consistently checks for student understanding.

Employee Rating: 5 4 3 2 1

Employee Comments:

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

III. Initiative and Dependability

Demonstrates dependability, promptness, and regular attendance in order to maintain consistent routines and schedules, promote team work, and guarantee continuity.

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

Shows initiative in assuming extra work.

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

IV. Interactions with District Employees and Public

Communicates positively and effectively with district employees, students and parents.

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

Follows supervisor's instructions agreeably and uses proper channels for complaints.

Supervisor Rating: 5 4 3 2 1

Supervisor Comments:

VIII. Summary and Goals

In your view, what were the reasons for the high and low achievements listed?

Taking into consideration your current skills and knowledge; what do you consider to be your strengths and areas of improvement?

What do you consider could be done to improve your performance?

What do you want to achieve in the next 12 months?

What type of work or activities would you like to be involved with? What trainings have you attended in the past year?

Are there any other areas you would like to discuss?

Employee: Your signature indicates that you have discussed this evaluation with your supervisor, have received a copy of this evaluation, and are aware that this evaluation will be placed in your personnel file.

Employee's Signature _____

Date _____

Supervisors: Please sign, provide a copy of this completed evaluation to the employee, and send the original to Human Resources for placement in the employee's personnel file.

Supervisor's Signature _____

Date _____