FAIRFIELD AREA SCHOOL DISTRICT ADMINISTRATIVE PROCEDURES

Salaries and Fringe Benefits (Cont'd)

4230

Employee NamePosition					Date			_
Rating Scale: 5 - Commendable 4 - Above Average 3 - Average 2 - Needs Improvement 1 - Unsatisfactory N/A - Not Applicable	Indicate the performanc of categories. If a caapplicable (N/A). Sever each area. These are not for that category.	ategor al ex	y am _]	does 1 ples of	not app behavi	ly, plea ors are	ase rece include	ord not d under
QUALITY OF JOB PERFO	RMANCE	5		4	3	2	1	N/A
Works accurately		()	()	()	()	()	()
Completes assignments, proceed., thoroughly	esses, maintenance	()	()	()	()	()	()
Works independently		()	()	()	()	()	()
Maintains confidentiality of st information	udent and school	()	()	()	()	()	()
QUANTITY OF WORK PE	RFORMED							
Completes assignments in time allocated or less		()	()	()	()	()	()
Produces acceptable quantity of work such as number of tasks, reports, problem-solving, etc.		()	()	()	()	()	()
Works at a steady pace regardless of environmental pressure		()	()	()	()	()	()
ADMINISTRATION								
Keeps accurate records and in	sures follow-up is made	()	()	()	()	()	()
Processes paperwork promptly, accurately, and with attention to detail		()	()	()	()	()	()
Documents actions		()	()	()	()	()	()

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WORK ORGANIZATION AND PLANNING		4	3	2	1	N/A
Effectively schedules time and uses resources wisely	()	()	()	()	()	()
Effectively prioritizes assignments and avoids crisis		()	()	()	()	()
Documents and files information for further reference	()	()	()	()	()	()
Initiates job-related activities to stay busy and productive	()	()	()	()	()	()
Does his/her part to help balance the workload when necessary	()	()	()	()	()	()
Adjusts to change in the workplace	()	()	()	()	()	()
Is open to trying new ways and methods of accomplishing job tasks	()	()	()	()	()	()
RELATIONSHIP WITH STUDENTS						
Is positive and encouraging with students	()	()	()	()	()	()
Communicates with students appropriately	()	()	()	()	()	()
Can adapt and modify for student needs	()	()	()	()	()	()
Follows lesson plans provided by teacher (Teaching assistants only)	()	()	()	()	()	()
COMMUNICATION SKILLS						
Writes reports, letters, and memos clearly	()	()	()	()	()	()
Presents ideas and listens to others	()	()	()	()	()	()
Courteously deals with other employees and the public		()				
Uses appropriate language		()				

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ORGANIZATIONAL AND TEAM RELATIONSHIPS	8					
Responds to suggestions and criticism with minimal defensiveness	()	()	()	()	()	()
Deals courteously and respectfully with other employees		()	()	()	()	()
Keeps supervisor and others advised of problems, ideas, or decisions when needed	()	()	()	()	()	()
Provides information, help, or coverage to others when needed	()	()	()	()	()	()
RELIABILITY AND APPEARANCE	5	4	3	2	1	N/A
Is reliable and responsible in attendance	()	()	()	()	()	()
Reports to work on time	()	()	()	()	()	()
Works for the duration of the time required	()	()	()	()	()	()
Adheres to established guidelines and rules of the organization	()	()	()	()	()	()
Displays neatness and appropriateness of dress on the job	()	()	()	()	()	()
TECHNICAL APPLICATION						
Fully uses job relevant technical skills	()	()	()	()	()	()
Adequately maintains facilities and equipment	()	()	()	()	()	()
Maintains and updates knowledge of equipment used on the job	()	()	()	()	()	()
Seeks training in relevant job related skills	()	()	()	()	()	()
PROBLEM-SOLVING AND DECISION-MAKING						
Selects appropriate solutions to problems	()	()	()	()	()	()
Weighs alternatives before making decisions	()	()	()	()	()	()
Presents alternatives when proposing course of action	()	()	()	()	()	()
Consults opinions of others when appropriate	()	()	()	()	()	()

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OVERALL RAT	ING			
Commendable	Above Average	Average	Needs Improvement	Unsatisfactory
5	4	3	2	1
Future goals and/o	r performance improve	ment/developm	nent plan	
Summary of overa overall review.	ll rating. Please include	e summary of v	which areas most significa	antly affected the
Comments of emp	loyee			
Supervisor				
Signature signifies	Name a copy of this report ha	as been given to	Title o me and has been discuss	sed with me.
Employee's	s signature		Date	

Revised: June 12, 2006