

Evaluation for LRC Coordinators

Name: _____

Date: _____

Building: _____

Evaluator: _____

Attitude and Cooperation

	Unsatisfactory	Satisfactory	Exceeds Expectations
Shows interest and enthusiasm for work	€	€	€
Willingly accepts assignments.	□	€	€
Accepts new ideas. Willingly and positively responds to change or new situations.	□	□	□
Accepts just criticism without resentment.	□	□	□
Gets along well with fellow employees; is congenial, cooperative.	□	□	□
Respects confidential and personal information of students and other personnel.	□	□	□
Maintains proper conduct in the presence of students.	□	□	□
Follows administrative rules and board policies.	□	□	□

Work Habits

Learns and independently follows work routines.	□	□	□
Works with a minimum of supervision.	□	□	□
Discusses problems with supervisor.	□	□	□
Makes use of suggestions offered by the supervisor.	□	□	□
Uses tact and discretion in dealing with the public, parents, and other employees.	□	□	□

Punctuality, Attendance, Appearance

Good attendance; uses proper procedures to notify the school when s/he will be absent.	□	□	□
Is on time coming to work and returning to work.	□	□	□
Is neat and clean, acceptably dressed.	□	□	□

Evaluation for Special Education
Teaching Associates

Performance Responsibilities

	Unsatisfactory	Satisfactory	Exceeds Expectations
Demonstrates proficiency in all phases of the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work is consistently complete, thorough in all detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Date: _____

Evaluator Signature: _____

Employee Signature: _____

Signature indicates only that the evaluation was reviewed with the employee. Signature does not indicate agreement with the evaluation.