

HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042

Circular No. 27
Series 2015 - 2016

November 3, 2015

Chief of Human Resources and Development

Evaluation of Classified Employees

TO: Directors, Principals and Supervisors

FROM: Helen A. Nixon
Chief of Human Resources and Development

******Please share this circular and attachments with all classified employees.******

There are two evaluations for classified employees. The first is an evaluation prior to the completion of the probationary period. The second evaluation is the end-of-year evaluation. Evaluations must be completed in accordance with Board of Education policies and procedures and the appropriated Master Agreement for each employee group. Procedures and timelines are found in Article 6 of the HCEA-ESP Master Agreement and in Article 20 of the AFSCME Master Agreement.

While the original copy of the completed evaluations should be submitted to the Office of Human Resources prior to the completion of the probationary period for probationary employees and by June 30, 2016 for the end-of-year evaluation, please keep in mind that employees have an opportunity to respond to the evaluation prior to the end of their work year. Timely completion and communication of the evaluation is of critical importance to allow for employee input and for the provision of suggestions for improvement, if warranted.

Various evaluation forms (as designated by each department) for classified employees are attached. In addition, supervisors responsible for completing evaluations for each classified employee group are identified on page two of this circular.

Please share and review this circular and all attachments with your classified employees. If you have any questions regarding the above information, contact Mrs. Suzanne Zilber, Manager of Support Services in the Office of Human Resources.

EVALUATOR(S)

EMPLOYEES EVALUATED

Principal/Designee

Secretarial/Clerical (School-based)
Custodial
Paraeducators/Paraprofessionals
Security Assistants

Instructional Facilitator, Countywide Services/Designee

Sign Language Interpreters

Director, Food and Nutrition Service/Designee

Food and Nutrition Service

Cluster Nurse/Designee

Health Assistants

Health Services Coordinator/Designee

Cluster and Float Nurses

Supervisor/Designee

Secretarial/Clerical & Technical
(Non-school based)

Grounds Services Manager/Designee

Grounds Services

Building Services Manager/Designee

Building Services

Warehouse Manager/Designee

Warehouse

Classified Employee Evaluation Performance Standards Guidelines

Each evaluator should consider the "Performance Standards Guidelines" when assessing each employee. The guidelines are intended as general standards for each assessment category. The evaluator will maintain the flexibility relative to the specific assessment criteria within each category as applicable to the duties and responsibilities assigned to the employee. In addition to the assessment regarding each of the performance standards, the evaluator may wish to provide supporting statements and/or comments in the appropriate spaces on the form ("General Comments").

It should be noted the evaluator is required to submit supporting documentation for "Commendable," "Needs Improvement," or "Unsatisfactory" ratings. The evaluator must document the specifics related to an overall evaluation of "Needs Improvement" as noted, and attach evidence to note that the employee has received assistance directed toward improving the employee deficiencies in the areas specified.

1. Relationships with Students, Staff & Parents - relates to the employee's ability to work and communicate in a work setting with various individuals in a harmonious manner. Specific assessments should include:
 - Ability to "get along" with others
 - Communicating with others in a pleasant manner.
2. Quality of Work – considers the accuracy, appearance, orderliness, thoroughness, and proficiency of the work assigned or undertaken. In order to assess this particular performance standard, work quality should be assessed utilizing an appropriate time period in which several assignments and/or projects are measured.
3. Quantity of Work - measure the output of the employee over the course of the evaluation. Several assessment characteristics should be considered including, but not limited to:
 - Completion of work in a designated time period
 - Ability to cope with increases in the workload successfully
 - Ability to consistently accomplish requirements of the job.
4. Resourcefulness - addresses the ability of the employee to perform assigned tasks appropriately and with a minimum degree of supervision. This standard also addresses:
 - Utilization of innovative techniques and methods
 - Ability to perform assignments under various time, directive, and/or administrative constraints
 - Ability to meet assigned objectives considering the needs of the program or assignment.

5. **Communication Skills** - considers the ability of the employee to appropriately interpret written and verbal communications of other persons as well as the employee's ability to express and deliver written and verbal communications to others. Specific items of assessment should include:
 - Telephone communication skills (i.e. tact, timeliness, etc.)
 - Written communications (i.e. letters, memorandums, etc.)
 - In-person communications (i.e. comprehension, tact, etc.).

6. **Organizational Skills** - is directed to the ability of the employee to appropriately and effectively manage assignments and activities. The evaluator should consider:
 - Maintenance and organization of supplies, materials, and equipment related to the assignment
 - Management of time concerning assignments.

7. **Attendance and Punctuality** - considers the overall attendance pattern of the employee as well as the reporting habits of the employee. That is, reporting to work and leaving the work site at the appropriate time. Other assessment characteristics that should be considered are:
 - Appropriate and prompt notification of absences
 - Attendance consistency
 - Use of leave and/or break privileges as they relate to job performance.

8. **Job Knowledge** - relates to the extent to which the employee knows his/her job and assigned tasks/responsibilities in order to perform it effectively. It includes a range of assessment including, but not limited to:
 - Comprehension of assigned work
 - Adaptability concerning assignments
 - Ability to comprehend and utilize new techniques.

9. **Initiative** - relates to the ability of the employee to appropriately perform assignments resourcefully and under a variety of conditions and settings. More specific assessments should include:
 - Ability to try to relate to new methods and techniques
 - Performance of assigned tasks without consistent supervision and direction
 - Acceptance and performance of new assignments and/or tasks with a minimum degree of hesitation and supervision.

10. **Judgment** - relates to the ability of the employee to think clearly, grasp situations, and arrive at appropriate conclusions. More specifically, the evaluator should consider:
 - Adherence to regulations, policies, and procedures
 - Ability to react favorably in a variety of circumstances, including "emergency" situations.

11. Attitude - concerns the employee's behavior, feelings, and actions exhibited in relation to assignments and dealing with staff and the public. The evaluator should consider:

- Level of cooperation exhibited by the employee
- Employee actions and options.

Overall Evaluation

There are four (4) overall evaluation categories which can be utilized by the evaluator (Commendable, Satisfactory, Needs Improvement, and Unsatisfactory). The evaluator(s) should consider the following in arriving at an "overall evaluation" for the employee:

Commendable: The "Commendable" employee consistently exceeds the standards for the particular position. The employee in this category should have a majority of the eleven (11) "Performance Standards" marked/rated as commendable. Employees in the commendable category will typically exhibit skills, knowledge, and work habits superior to other persons in the same or similar position classification. The evaluator should note that documentation is required as an attachment to the evaluation for employees with an overall evaluation of commendable

Satisfactory: Employees rated "Satisfactory" for an overall evaluation are expected to meet minimum standards established for the particular position. The employee in this category should have a clear majority of the eleven (11) "Performance Standards" marked/rated as satisfactory. Employees in the satisfactory category will typically perform at least equal to other persons in the same or similar position classification.

Needs Improvement: The employee rated in this category for the "overall evaluation" is one who fails to meet some of the minimum expectations and standards established for the position. Employees in this category typically will not meet minimum expectations for the position and fail to achieve a satisfactory rating in three (3) or more of the performance standards. The evaluator should note that documentation and additional information regarding efforts to rectify deficient performance will be required for employees in this category.

Unsatisfactory: Employees in this category typically fail to meet the majority of the standards established for the position. Further, the "Unsatisfactory" employee will fail to achieve a satisfactory or needs improvement rating in a majority of the eleven (11) performance standards. The evaluator must document specific instances of unsatisfactory performance and must attach documentation to substantiate the unsatisfactory rating.

EVALUATION FORM FOR CLASSIFIED EMPLOYEES

Employee's Last Name _____ First Name _____ Middle Initial _____ Name of School/Office/Department _____ School Year _____

| Job Title | Annual Evaluation | | | | Probationary Evaluation |
|---|---|--|---|--|---|
| | C O M M E N D A B L E | S A T I S F A C T O R Y | I M P R O V E M E N T | U N S A T I S F A C T O R Y | |
| Performance Standards | | | | | <u>General Comments:</u> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ |
| A. Relationships with students, staff, and/or parents | | | | | |
| B. Quality of work | | | | | |
| C. Quantity of work | | | | | |
| D. Resourcefulness | | | | | |
| E. Communication Skills | | | | | |
| F. Organizational Skills | | | | | |
| G. Attendance and Punctuality | | | | | |
| H. Job Knowledge | | | | | |
| I. Initiative | | | | | |
| J. Judgment | | | | | |
| K. Attitude | | | | | |

Overall Evaluation: Commendable Satisfactory Needs Improvement Unsatisfactory

Summary Comments (mandatory for Commendable, Needs Improvement, and Unsatisfactory categories)

Signature of Employee _____ Date _____ Signature/Title of Designated Evaluator _____

(This signature indicates that the employee has received and reviewed the evaluation report. This does not mean that the employee agrees with the evaluation.)

Employee's Comments (Optional)

Distribution: (1) Employee; (2) Immediate Supervisor; (3) Personnel File
(Pink) (Yellow) (White)

HOWARD COUNTY PUBLIC SCHOOL SYSTEM - OFFICE OF CUSTODIAL SERVICES

SUPERVISOR PERFORMANCE REVIEW
(Revised August 2012)

NAME: _____ SCHOOL/BUILDING: _____

Please circle the number that best applies to the staff member's rating.

I. JOB PERFORMANCE

A. Job Knowledge

1. Excels in knowledge necessary to successfully perform the job.
2. Demonstrates sufficient knowledge to meet responsibilities.
3. Requires assistance and reminders to perform job responsibilities.
4. Requires daily supervision with job duties.

B. Job Skills

1. Consistently demonstrates skills necessary to perform the job.
2. Requires minimal supervision to demonstrate skills to perform the job.
3. Demonstrates skills of job with supervision and re-training.
4. Does not demonstrate the skills necessary to perform the job.

C. Quantity of Work

1. Daily performance exceeds assigned job responsibilities.
2. Daily performance successfully meets assigned job responsibilities.
3. Daily performance frequently does not meet job responsibilities.
4. Daily performance consistently does not meet job responsibilities.

D. Quality of Work

1. Consistently performs high quality work.
2. Consistently performs an acceptable quality of work.
3. Meets quality of work standards with supervision and support.
4. Does not meet expected quality of work standards.

E. Job Safety

1. Consistently wears proper safety equipment and follows safety procedures.
2. Usually wears proper safety equipment and follows safety procedures.
3. Must be reminded to use safety equipment and follow safety procedures.
4. Fails to wear safety equipment and/or follow safety procedures.

F. Maintenance of Equipment

1. Provides exceptional care of equipment.
2. Provides routine maintenance of equipment.
3. Demonstrates minimal effort to maintain equipment.
4. Provides no maintenance of equipment.

NAME: _____

G. Recordkeeping/Paperwork

1. Consistently performs, maintains, and submits required paperwork (i.e., attendance sheets, inspections, security check list).
2. With minimal support from managers, performs, maintains, and submits required paperwork.
3. Needs frequent reminders of assignment and documentation requests.
4. Does not consistently perform, maintain, or submit required paperwork.

H. Supply Inventory Control

1. Excels in the use of IFAS, monitoring supply inventory, and organizing supply rooms.
2. With minimal support, effectively uses IFAS, monitors inventory, and organizes supply rooms.
3. Reminders are needed on using IFAS, monitoring inventory, and organizing supply rooms.
4. Does not consistently monitor supply inventory or supply rooms.

I. Maintaining 5-S (Sort/Shine/Set/Standardize/Sustain) Standards for Custodial Closets and Carts

1. Consistently maintains a high level for organized, cleaned, labeled, standardized, and sustained closets and carts for products, equipment, and supplies.
2. Provides routine level for organized, cleaned, labeled, standardized, and sustained closets and carts for products, equipment, and supplies.
3. Demonstrates minimal effort to maintain organized, cleaned, labeled, standardized, and sustained closets and carts for products, equipment, and supplies.
4. Provides no effort to maintain organized, cleaned, labeled, standardized, and sustained closets and carts for products, equipment, and supplies.

II. HUMAN RELATIONS/ATTITUDE

A. Relationship with administrators/supervisors

1. Maintains an excellent working relationship/cooperation with administrators/supervisors.
2. Maintains a good working relationship/cooperation with administrators/supervisors.
3. Usually works well with administrators/supervisors.
4. Does not work well with administrators/supervisors.

B. Relationship and communication with co-workers

1. Maintains an excellent working relationship with co-workers.
2. Maintains a good working relationship with co-workers.
3. Usually works and communicates well with co-workers.
4. Does not work and communicate well with co-workers.

C. Relationships with students, staff, and the public

1. Maintains an excellent working relationship with students, staff, and community members.
2. Maintains a good working relationship with students, staff, and community members.
3. Has difficulty interacting with students, staff, and community members.
4. Does not interact well with students, staff, and community members.

D. Communication skills

1. Exhibits excellent written, computer, and oral communication skills.
2. Exhibits satisfactory written, computer, and oral communication skills.
3. Meets expectations, with supervision and reminders.
4. Displays poor written, computer, and oral communication skills.

NAME: _____

III. DEPENDABILITY

A. Attendance

1. Conscientious with regard to attendance; uses leave appropriately.
2. Two or fewer occurrences of unauthorized/unpaid time.
3. Three to five occurrences of unauthorized/unpaid time.
4. Six or more occurrences of unauthorized/ unpaid time.

B. Punctuality

1. No tardiness during this time period.
2. Two or fewer occurrences of tardiness during this time period.
3. Three or five occurrences of tardiness during this time period.
4. Six or more occurrences of tardiness during this time period.

IV. LEADERSHIP COMPETENCIES

A. Interpersonal Skills

1. Consistently and effectively motivates and evaluates staff.
2. With support from managers, effectively motivates and evaluates staff.
3. Displays below average motivation and evaluation skills.
4. Does not effectively motivate and/or evaluate staff.

B. Organizational Skills

1. Demonstrates strong organizational skills; effectively manages assignments.
2. Displays average organizational and project management skills.
3. Needs frequent reminders of assignments and documentation requests.
4. Fails to maintain records or manage projects.

C. Initiative

1. Is self-motivated and consistently demonstrates initiative on the job.
2. With supervision, shows initiative and motivation.
3. Demonstrates minimal motivation and initiative.
4. Lacks self-direction and initiative.

D. Problem Solving

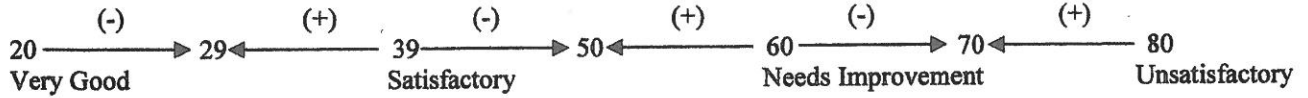
1. Demonstrates sensitivity, is strong and effective with handling problems/concerns.
2. With minimal support from managers, handles problems/concerns.
3. Needs frequent support with handling problems/concerns.
4. Regards problems/concerns as a challenge.

E. Teamwork

1. Demonstrates a high level of effective and efficient teamwork, and is a role model for staff.
2. Demonstrates some ability to encourage others to cooperate and work together.
3. Has difficulty in getting the team to support each other and HCPSS goals.
4. Rarely brings the team together to support each other, be an effective role model, or meets HCPSS goals.

NAME: _____

OVERALL RATING FOR COMPETENCIES:



Score: _____ Rating: _____

COMMENTS:

Note: Write down number next to competencies that are a **(3) Needs Improvement** or a **(4) Unsatisfactory**, and a corrective action plan for improvement.

| <i>I. Job Performance</i> | # | <i>Action Plan</i> | <i>II. Human Relations/Attitude</i> | # | <i>Action Plan</i> |
|-----------------------------|---|--------------------|-------------------------------------|---|--------------------|
| A. Job Knowledge | | | A. Administrators/Supervisors | | |
| B. Job Skills | | | B. Staff | | |
| C. Quantity of Work | | | C. Students, etc. | | |
| D. Quality of Work | | | D. Communication Skills | | |
| E. Job Safety | | | | | |
| F. Maintenance of Equip. | | | | | |
| G. Recordkeeping/Paperwork | | | | | |
| H. Supply Inventory Control | | | | | |
| I. 5-S Closets and Carts | | | | | |

| <i>III. Dependability</i> | # | <i>Action Plan</i> | <i>IV. Leadership Competencies</i> | # | <i>Action Plan</i> |
|---------------------------|---|--------------------|------------------------------------|---|--------------------|
| A. Attendance | | | A. Interpersonal Skills | | |
| B. Punctuality | | | B. Organizational Skills | | |
| | | | C. Initiative | | |
| | | | D. Problem Solving | | |
| | | | E. Teamwork | | |

- November Review (July through November)
- April Review (December through April)
- Probationary Review

 Employee's Signature Date

 Reviewer's Signature Title of Reviewer Date

The employee's signature indicates that the employee has received and reviewed the performance review. This does not mean that the employee agrees with the review.

Employee's Comments (Optional):

cc: Principal, Custodial Office, Personnel File

Supervisor Performance Review
 (Revised 8/12)

CUSTODIAN PERFORMANCE REVIEW

(Revised August 2012)

NAME: _____ SCHOOL/BUILDING: _____

Please circle the number that best applies to the staff member's rating.

I. JOB PERFORMANCE:

A. Job Knowledge

1. Excels in knowledge necessary to successfully perform the job.
2. Demonstrates sufficient knowledge to meet responsibilities.
3. Requires assistance and reminders to perform job responsibilities.
4. Requires daily supervision with job duties.

B. Job Skills

1. Consistently demonstrates skills necessary to perform the job.
2. Requires minimal supervision to demonstrate skills to perform the job.
3. Demonstrates skills of job with supervision and re-training.
4. Does not demonstrate the skills necessary to perform the job.

C. Quantity of Work

1. Daily performance exceeds assigned job responsibilities.
2. Daily performance successfully meets assigned job responsibilities.
3. Daily performance frequently does not meet job responsibilities.
4. Daily performance consistently does not meet job responsibilities.

D. Quality of Work

1. Consistently performs high quality work.
2. Consistently performs an acceptable quality of work.
3. Meets quality of work standards with supervision and support.
4. Does not meet expected quality of work standards.

E. Job Safety

1. Consistently wears proper safety equipment and follows safety procedures.
2. Usually wears proper safety equipment and follows safety procedures.
3. Must be reminded to use safety equipment and follow safety procedures.
4. Fails to wear safety equipment and/or follow safety procedures.

F. Maintenance of Equipment

1. Provides exceptional care of equipment.
2. Provides routine maintenance of equipment.
3. Demonstrates minimal effort to maintain equipment.
4. Provides no maintenance of equipment.

G. Maintaining 5-S (Sort/Shine/Set/Standardize/Sustain) Standards for Custodial Closets and Carts

1. Consistently maintains a high level for organized, cleaned, labeled, standardized, and sustained closets and carts for products, equipment, and supplies.
2. Provides routine level for organized, cleaned, labeled, standardized, and sustained closets and carts for products, equipment, and supplies.
3. Demonstrates minimal effort to maintain organized, cleaned, labeled, standardized, and sustained closets and carts for products, equipment, and supplies.
4. Provides no effort to maintain organized, cleaned, labeled, standardized, and sustained closets and carts for products, equipment, and supplies.

EMPLOYEE'S NAME _____

II. HUMAN RELATIONS/ATTITUDE:

A. Relationship with administrators/supervisors

1. Maintains an excellent working relationship/cooperation with administrators/supervisors.
2. Maintains a good working relationship/cooperation with administrators/supervisors.
3. Usually works well with administrators/supervisors.
4. Does not work well with administrators/supervisors.

B. Relationship and communication with co-workers

1. Maintains an excellent working relationship with co-workers.
2. Maintains a good working relationship with co-workers.
3. Usually works and communicates well with co-workers.
4. Does not work and communicate well with co-workers.

C. Relationship with students, staff, and the public

1. Maintains an excellent working relationship with students, staff, and community members.
2. Maintains a good working relationship with students, staff, and community members.
3. Has difficulty interacting with students, staff, and community members.
4. Does not interact well with students, staff, and community members.

D. Communication Skills

1. Exhibits excellent written and oral communication skills.
2. Exhibits satisfactory written and oral communication skills.
3. Meets expectations, with supervision.
4. Displays poor written and oral communication skills.

E. Initiative

1. Is self-motivated and consistently demonstrates initiative on the job.
2. With supervision, shows initiative and motivation.
3. Demonstrates minimal motivation and initiative.
4. Lacks self-direction and initiative.

III. DEPENDABILITY:

A. Attendance

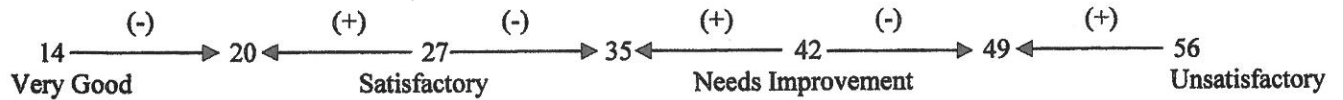
1. Conscientious with regard to attendance; uses leave appropriately.
2. Two or fewer occurrences of unauthorized/unpaid time.
3. Five occurrences of unauthorized/unpaid time.
4. Six or more occurrences of unauthorized/ unpaid time.

B. Punctuality

1. No tardiness during this time period.
2. Two or fewer occurrences of tardiness during this time period.
3. Three to five occurrences of tardiness during this time period.
4. Six or more occurrences of tardiness during this time period.

EMPLOYEE'S NAME _____

OVERALL RATING FOR COMPETENCIES:



Score: _____ Rating: _____

COMMENTS:

Note: Write in number next to competencies that are a **(3) Needs Improvement** or a **(4) Unsatisfactory**, and a corrective action plan for improvement.

| <i>I. Job Performance</i> | # | <i>Action Plan</i> | <i>II. Human Relations/Attitude</i> | # | <i>Action Plan</i> |
|---------------------------|---|--------------------|-------------------------------------|---|--------------------|
| A. Job Knowledge | | | A. Administrators/Supervisors | | |
| B. Job Skills | | | B. Staff | | |
| C. Quantity of Work | | | C. Students, etc. | | |
| D. Quality of Work | | | D. Communication Skills | | |
| E. Job Safety | | | E. Initiative | | |
| F. Maintenance of Equip. | | | | | |
| G. 5-S Closets and Carts | | | | | |

| <i>III. Dependability</i> | # | <i>Action Plan</i> |
|---------------------------|---|--------------------|
| A. Attendance | | |
| B. Punctuality | | |

- November Review (July through November)
- April Review (December through April)
- Probationary Review

Employee's Signature Date

Reviewer's Signature Title of Reviewer Date

Employee's signature indicates that the employee has received and reviewed the performance review. This does not mean that the employee agrees with the review.

Employee's Comments (Optional):

cc: Principal, Custodial Office, Personnel File

**Educational Interpreters Evaluation Form
2013-2014 School Year**

**Educational Interpreter
Professional Assignment**

Name

Please place the appropriate letter
symbol in the box next to the objective

S – Satisfactory

U - Unsatisfactory

1.

Interpersonal Skills

Relates Effectively with Students

Relates Effectively and Collaborates with Hearing Service Team Members

Develops Collaborative Relationships with Administrative, Teaching, and Support Staff

Develops Positive Relationships with Families

Comments:

2.

Planning and Preparation

Demonstrates Knowledge of Students' Interpreting Needs

Demonstrates Knowledge of Expectations and Standards of the Interpreting Profession

Demonstrates Knowledge of Resources

Demonstrates Effective Time Management

Comments:

3.

The Classroom Environment

Establishes a Culture for Learning

Manages Classroom Procedures Effectively

Manages Student Behavior Effectively

Organizes Physical Space Appropriately

Comments:

Educational Interpreters Evaluation Form

4.

Delivery of Instruction

Uses Effective Communication Strategies and Skills

Implements Interpreting Services Appropriately

Demonstrates Flexibility and Responsiveness

Comments:

5. **Professional Responsibilities**
Maintains Accurate Records
Demonstrates Commitment to Professional Growth
Shows Professionalism
Comments:

Overall Rating

See attachments (Attachments are required for all overall ratings of unsatisfactory.)

Interpreter's Signature & Date

Designated Evaluator's Signature & Date

Note: Must be given to educational interpreter within 5 school days after it is signed by the evaluator and no later than the last duty day.

Distribution: Evaluator, Employee, Personnel File

**THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
EMPLOYEE EVALUATION FORM
FOOD & NUTRITION SERVICE ASSISTANT**

Date _____

Name of Employee _____ School _____

| | | | | | |
|---|---|---|---|---|--|
| 4 | 3 | 2 | 1 | 0 | Relationship w/co-workers |
| 4 | 3 | 2 | 1 | 0 | Relationship w/students |
| 4 | 3 | 2 | 1 | 0 | Relationship w/teachers and school staff |
| 4 | 3 | 2 | 1 | 0 | Kitchen equipment skills |
| 4 | 3 | 2 | 1 | 0 | Cleaning skills in assigned area |
| 4 | 3 | 2 | 1 | 0 | Serving skills |
| 4 | 3 | 2 | 1 | 0 | Portion control |
| 4 | 3 | 2 | 1 | 0 | Cash register skills |
| 4 | 3 | 2 | 1 | 0 | Copes w/workload increase |
| 4 | 3 | 2 | 1 | 0 | Work completion skills |
| 4 | 3 | 2 | 1 | 0 | Works independently |
| 4 | 3 | 2 | 1 | 0 | Uses standardized methods |
| 4 | 3 | 2 | 1 | 0 | Follows written instructions |
| 4 | 3 | 2 | 1 | 0 | Follows verbal instructions |
| 4 | 3 | 2 | 1 | 0 | Use of time and advance planning |
| 4 | 3 | 2 | 1 | 0 | Keeps work area organized and neat |
| 4 | 3 | 2 | 1 | 0 | Promptness on job |
| 4 | 3 | 2 | 1 | 0 | Attendance on job |
| 4 | 3 | 2 | 1 | 0 | Sanitation Standards and procedures |
| 4 | 3 | 2 | 1 | 0 | Safety Standards & Procedures |
| 4 | 3 | 2 | 1 | 0 | Personal appearance |
| 4 | 3 | 2 | 1 | 0 | Helps co-workers w/out being asked |
| 4 | 3 | 2 | 1 | 0 | Follows Food & Nutrition Service Policies & Procedures |
| 4 | 3 | 2 | 1 | 0 | Handles emergency situations |
| 4 | 3 | 2 | 1 | 0 | Attitude toward Supervision |
| 4 | 3 | 2 | 1 | 0 | Accepts constructive criticism |
| 4 | 3 | 2 | 1 | 0 | Accepts & performs new assignments |

- 4 Exceeds requirement
- 3 Satisfactory
- 2 Needs improvement
- 1 Unsatisfactory
- 0 Does not apply

Employee's Signature

Manager's Signature

White Copy-Human Resources Office
Yellow Copy-Food & Nutrition Service
Pink Copy-Employee

Food & Nutrition Service Area Field Representative

Howard County Public School System Health Services Performance Evaluation Form for Health Assistants

| | | |
|---|--|---------------------|
| Name - Last | First | M.I. |
| School Year _____ Annual _____ Interim _____ | Commendable Satisfactory Needs Improvement Unsatisfactory | _____ School |

| Performance Categories | Commendable | Satisfactory | Needs Improvement | Unsatisfactory | Comments |
|--------------------------------|-------------|--------------|-------------------|----------------|----------|
| 1. Direct Care and First Aid | | | | | |
| 2. Medication Administration | | | | | |
| 3. State Mandated Programs | | | | | |
| 4. Documentation | | | | | |
| 5. Health Appraisal | | | | | |
| 6. Organizational Skills | | | | | |
| 7. Communication Skills | | | | | |
| 8. Interpersonal Relationships | | | | | |
| 9. Problem Solving Skills | | | | | |
| 10. Time Management | | | | | |
| 11. Attendance & Punctuality | | | | | |

| | | | | |
|---------------------------|--|--|--|--|
| Overall Evaluation | | | | |
|---------------------------|--|--|--|--|

Evaluator Comments (Optional) _____

Health Assistant Signature _____ **Date** _____

I have received a copy of this evaluation and it has been reviewed with me.

Evaluator Signature _____ **Title** _____ **Date** _____

HOWARD COUNTY PUBLIC SCHOOL SYSTEM
School Nurse Evaluation Form
School Year 20XX-20XX

Name of School Nurse

Professional Assignment

Please place the appropriate letter symbol in the box next to the objective

S - Satisfactory U - Unsatisfactory

1. Interpersonal Skills:

Relates effectively with students

Relates effectively and develops team relationships with school health assistants

Develops collaborative relationships with administrators, teachers, student services personnel, and support staff

Develops positive relationships with families and community agencies and professionals

Comments:

2. Management, Planning, and Preparation:

Demonstrates knowledge of nursing theory and practice in school health

Demonstrates holistically knowledge of students

Demonstrates knowledge of resources

Conducts nursing assessments to develop effective individual health care plans

Demonstrates effective time management

Comments:

3. The Health Services Environment:

Establishes a culture for safe and effective health care in the health suite

Manages health room procedures effectively

Manages student behavior effectively

Organizes the health room space effectively

Demonstrates knowledge of procedures for delegation of nursing tasks

Performs supervisory activities

Demonstrates integration into school student services teams

Comments:

4. Delivery of School Health Services

Effectively trains health assistants and other school personnel in health-related tasks

Implements health services program requirements

Uses effective oral and written communication strategies and skills
Implements COMAR school health standards in assigned schools
Demonstrates flexibility and responsiveness

5. **Comments:**
Professional Responsibilities
Reflects on nursing practice
Maintains accurate confidential records
Demonstrates commitment to professional growth

Comments:

Overall Rating
unsatisfactory.)

See attachments (Attachments are required for all overall ratings of

Recommendations:

School Nurse Signature and Date

Health Specialist Signature and Date

Note: Signature of employee does not indicate approval or disapproval of this evaluation. It does indicate that a conference was held and that the employee was given a copy of this report.

Distribution: Health Services Specialist, Principal, School Nurse, Personnel File