



Genesee Education Consultant Services

Observation/ Evaluation Report

The evaluation process is an opportunity for the employee and the employer to communicate program needs, employee/ employer expectations, document performance and identify specific areas for improvement.

Employee Name: _____ School Year: _____

Position: _____ Evaluation Date: _____

Program/Building: _____ Start Date of Employment: _____

Employee Site Supervisor: _____

Ratings and Definitions:

Superior (S+) = The employee exceeds basic standards in this area.

Satisfactory (S) = The employee complies with the basic standards in this area.

Below Satisfactory (S-) = The employee at times does not comply with basic standards in this area.

Unsatisfactory (U) = The employee does not fully meet the acceptable standards in this area.

NA = Does not apply to this employee.

Professional Skills

Rating

- 1. Demonstrates punctuality.
(Arrives on time, leaves at appropriate time, follows assigned schedule, etc.) _____
- 2. Uses time effectively. _____
- 3. Is dependable and reliable in meeting responsibilities. _____
- 4. Works effectively with minimal supervision. _____
- 5. Ability to work successfully with students, staff,
parents and other in assigned area of responsibility. _____
- 6. Shows initiative in performing tasks. _____
- 7. Performs other duties as assigned. _____
- 8. Maintains confidentiality at all times. _____
- 9. Follows district policies and administrative operating procedures. _____
- 10. Takes safety precautions. _____
- 11. Demonstrates appropriate care and use of equipment and supplies. _____

Working Relationships

- 1. Communicates effectively _____
- 2. Adapts to new procedures/ policies. _____
- 3. Demonstrates cooperation with local district personnel, parents,
public, supervisors, and other employees. _____
- 4. Exhibits positive attitude toward the job and students. _____

Comments and Signatures

Summary comments relating to overall employee performance

Employee expectations

Please note any areas for improvement. For unsatisfactory (U) ratings on any section, the supervisor will specify assistance that will be given prior to the next evaluation concerning recommendations for improvement.

Administrator/ Supervisor Signature

Date

Employee comments/requests regarding this performance report

From the employee: My signature indicates that the evaluation has been completed and reviewed with me.

Employee Signature

Date

GECS Representative

Date