

EVALUATION OF SUPPORT STAFF

The Board of Education believes that the evaluation of support staff is an essential component of supervision and decision-making regarding staff promotions and retention. The Board, therefore, directs the Superintendent of Schools to develop standards and procedures for the evaluation of all support staff.

The purpose of support staff evaluations is to provide an objective basis for employee improvement and to recognize qualified employees.

If requested by the Albany County Civil Service Commission, the District will keep and report performance ratings of Civil Service employees prior to making a permanent appointment. For those support staff members who are members of a collective bargaining unit, permanent appointments will be made as per negotiated agreement.

Revised: November 5, 2013

EVALUATION OF SUPPORT STAFF REGULATION

Probationary Evaluations:

1. Each probationary employee shall be evaluated by an immediate supervisor not less than three times during the twenty-six week probationary period.
2. The first evaluation shall take place at the completion of four weeks; the second evaluation shall take place at the completion of twelve weeks; and the third evaluation shall take place at the completion of eighteen weeks. Additional evaluations shall be made as needed.
3. The evaluation report shall be completed by the supervisor at the time of each evaluation. It shall be submitted to the Administrative Assistant for Personnel on or before the date indicated at the top of the report.
4. Each non-supervisory employee who holds a provisional appointment in a competitive position must begin a twenty-six week probationary period beginning with the effective date of their permanent appointment. During this probationary period, at least one evaluation must be completed by the immediate supervisor unless this twenty-six week period runs concurrently with the contractual probationary period.

Annual Evaluations:

Each employee will be evaluated annually by their immediate supervisor. These evaluations are to be in the office of the Administrative Assistant for Personnel prior to June 1 of each year.

**SOUTH COLONIE CENTRAL SCHOOLS
EMPLOYEE ANNUAL EVALUATION - BUILDINGS & GROUNDS**

NAME OF EMPLOYEE _____
 SCHOOL/LOCATION _____
 CIVIL SERVICE CLASSIFICATION _____

	E	G	M	N	U
GENERAL WORK SKILLS:					
• Willingness and ability to communicate effectively					
• Ability to address students in a positive manner					
• Works efficiently					
• Gets along well with members of the staff					
• Reliable and consistent in carrying out duties					
• Uses good judgment					
PERSONAL SKILLS:					
• Shows initiative					
• Attitude towards work					
• Attitude towards fellow employees					
• Attitude towards new assignments					
• Attitude towards constructive criticism					
• Remains calm in a crisis situation					
• Ability to understand directions					
• Discretion and tact					
• Self-control					
• Friendliness					
• Neat and well-groomed					
• Flexibility					
• Absences (copy of attendance log attached)					
• Tardiness					
JOB SPECIFIC:					
• Ability to do assigned cleaning tasks effectively					
• Ability to operate cleaning equipment					
• Ability to operate mechanical systems (Mechanics)					
• Ability to efficiently manage tasks and time					
• Ability to interact with staff in building					
• Ability to handle emergency situations					
• Ability to follow safety procedures					
• Ability to follow written and spoken instruction					
• Ability to communicate effectively					

SUGGESTIONS FOR FUTURE GOALS / IMPROVEMENT OF JOB PERFORMANCE:

OTHER PERFORMANCE COMMENTS:

Evaluator's Signature _____ Date _____
 Input Provided by _____ Date _____
 Employee's Signature _____ Date _____

(Signature means person evaluated has received a copy of the report and does not necessarily mean agreement with evaluation.)

I would like to respond to this evaluation

E = Exceptional: Is superb in the area in which job is performed, is a positive leader in finding new and better ways to perform the tasks, and assumes a great deal of responsibility for the job.
G = Good: Consistently goes above and beyond the responsibility of the job.
M = Meets Job Expectations: Consistently performs all the duties and responsibilities and fulfills all the requirements of the position.
N = Needs Improvement: Performs some of the tasks but is inconsistent and does not meet all the job requirements.
U = Unsatisfactory: Not performing tasks that are required for the position.

**SOUTH COLONIE CENTRAL SCHOOLS
CLERICAL STAFF EMPLOYEE ANNUAL EVALUATION**

NAME OF EMPLOYEE _____
 SCHOOL/LOCATION _____
 CIVIL SERVICE CLASSIFICATION _____

	E	G	M	N	U
GENERAL WORK SKILLS:					
• Willingness and ability to communicate effectively					
• Ability to address students in a positive manner					
• Works efficiently					
• Gets along well with members of the staff					
• Reliable and consistent in carrying out duties					
• Uses good judgment					
PERSONAL SKILLS:					
• Shows initiative					
• Attitude towards work					
• Attitude towards fellow employees					
• Attitude towards new assignments					
• Attitude towards constructive criticism					
• Remains calm in a crisis situation					
• Ability to understand directions					
• Discretion and tact					
• Self-control					
• Friendliness					
• Neat and well-groomed					
• Flexibility					
• Absences (copy of attendance log attached)					
• Tardiness					
JOB SPECIFIC:					
• Proficiency in area of specialization					
• Accuracy, presentability, neatness in work					
• Organizes tasks into logical sequence					

SUGGESTIONS FOR FUTURE GOALS / IMPROVEMENT OF JOB PERFORMANCE:

OTHER PERFORMANCE COMMENTS:

Evaluator's Signature _____ Date _____
 Input Provided by _____ Date _____
 Employee's Signature _____ Date _____

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I would like to respond to this evaluation

E = Exceptional: Is superb in the area in which job is performed, is a positive leader in finding new and better ways to perform the tasks, and assumes a great deal of responsibility for the job.
G = Good: Consistently goes above and beyond the responsibility of the job.
M = Meets Job Expectations: Consistently performs all the duties and responsibilities and fulfills all the requirements of the position.
N = Needs Improvement: Performs some of the tasks but is inconsistent and does not meet all the job requirements.
U = Unsatisfactory: Not performing tasks that are required for the position.

**SOUTH COLONIE CENTRAL SCHOOLS
COTA STAFF EMPLOYEE ANNUAL EVALUATION**

NAME OF EMPLOYEE _____

SCHOOL/LOCATION _____

CIVIL SERVICE CLASSIFICATION _____

	E	G	M	N	U
GENERAL WORK SKILLS:					
• Willingness and ability to communicate effectively					
• Ability to address students in a positive manner					
• Works efficiently					
• Gets along well with members of the staff					
• Reliable and consistent in carrying out duties					
• Uses good judgment					
PERSONAL SKILLS:					
• Shows initiative					
• Attitude towards work					
• Attitude towards fellow employees					
• Attitude towards new assignments					
• Attitude towards constructive criticism					
• Remains calm in a crisis situation					
• Ability to understand directions					
• Discretion and tact					
• Self-control					
• Friendliness					
• Neat and well-groomed					
• Flexibility					
• Absences (copy of attendance log attached)					
• Tardiness					
JOB SPECIFIC:					
• Available as a resource for staff					
• Showing competency in quarterly documentation					
• Showing competency with screenings					
• Showing competence with standardized testing tools					
• Maintains up-to-date knowledge, skills / certification					

SUGGESTIONS FOR FUTURE GOALS / IMPROVEMENT OF JOB PERFORMANCE:

OTHER PERFORMANCE COMMENTS:

Evaluator's Signature _____ Date _____

Input Provided by _____ Date _____

Employee's Signature _____ Date _____

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G = Good: Consistently goes above and beyond the responsibility of the job.
M = Meets Job Expectations: Consistently performs all the duties and responsibilities and fulfills all the requirements of the position.
N = Needs Improvement: Performs some of the tasks but is inconsistent and does not meet all the job requirements.
U = Unsatisfactory: Not performing tasks that are required for the position.

**SOUTH COLONIE CENTRAL SCHOOLS
FOOD SERVICE EMPLOYEE ANNUAL EVALUATION**

NAME OF EMPLOYEE _____
 SCHOOL/LOCATION _____
 CIVIL SERVICE CLASSIFICATION _____

	E	G	M	N	U
GENERAL WORK SKILLS:					
• Willingness and ability to communicate effectively					
• Ability to address students in a positive manner					
• Works efficiently					
• Gets along well with members of the staff					
• Reliable and consistent in carrying out duties					
• Uses good judgment					
PERSONAL SKILLS:					
• Shows initiative					
• Attitude towards work					
• Attitude towards fellow employees					
• Attitude towards new assignments					
• Attitude towards constructive criticism					
• Remains calm in a crisis situation					
• Ability to understand directions					
• Discretion and tact					
• Self-control					
• Friendliness					
• Neat and well-groomed					
• Flexibility					
• Absences (copy of attendance log attached)					
• Tardiness					
JOB SPECIFIC:					
• Accuracy/speed regarding money/cash register operations					
• Knowledge and application of sanitation principles					
• Knowledge of State and Federal regulations					
• Cooperation in helping fellow workers					
• Customer service skills					
• Strives for professional development					
• Knowledge and application of equipment handling and safety					
• Ability to understand and follow standardized recipes					
• Efficiently plans/prepares/serves to meet required timelines					
• Accuracy in all daily record keeping (daily sheets, rosters & production records)					

SUGGESTIONS FOR FUTURE GOALS / IMPROVEMENT OF JOB PERFORMANCE:

OTHER PERFORMANCE COMMENTS:

Evaluator's Signature _____ Date _____
 Input Provided by _____ Date _____
 Employee's Signature _____ Date _____

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I would like to respond to this evaluation

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G = Good: Consistently goes above and beyond the responsibility of the job.
M = Meets Job Expectations: Consistently performs all the duties and responsibilities and fulfills all the requirements of the position.
N = Needs Improvement: Performs some of the tasks but is inconsistent and does not meet all the job requirements.
U = Unsatisfactory: Not performing tasks that are required for the position.

**SOUTH COLONIE CENTRAL SCHOOLS
MONITOR STAFF EMPLOYEE ANNUAL EVALUATION**

NAME OF EMPLOYEE _____
 SCHOOL/LOCATION _____
 CIVIL SERVICE CLASSIFICATION _____

	E	G	M	N	U
GENERAL WORK SKILLS:					
• Willingness and ability to communicate effectively					
• Ability to address students in a positive manner					
• Works efficiently					
• Gets along well with members of the staff					
• Reliable and consistent in carrying out duties					
• Uses good judgment					
PERSONAL SKILLS:					
• Shows initiative					
• Attitude towards work					
• Attitude towards fellow employees					
• Attitude towards new assignments					
• Attitude towards constructive criticism					
• Remains calm in a crisis situation					
• Ability to understand directions					
• Discretion and tact					
• Self-control					
• Friendliness					
• Neat and well-groomed					
• Flexibility					
• Absences (copy of attendance log attached)					
• Tardiness					
JOB SPECIFIC:					
• Performance in primary assigned area					
• Dealing with the general public					
• Contacts administration in timely fashion when needed					

SUGGESTIONS FOR FUTURE GOALS / IMPROVEMENT OF JOB PERFORMANCE:

OTHER PERFORMANCE COMMENTS:

Evaluator's Signature _____ Date _____
 Input Provided by _____ Date _____
 Employee's Signature _____ Date _____

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I would like to respond to this evaluation

E = Exceptional: Is superb in the area in which job is performed, is a positive leader in finding new and better ways to perform the tasks, and assumes a great deal of responsibility for the job.
G = Good: Consistently goes above and beyond the responsibility of the job.
M = Meets Job Expectations: Consistently performs all the duties and responsibilities and fulfills all the requirements of the position.
N = Needs Improvement: Performs some of the tasks but is inconsistent and does not meet all the job requirements.
U = Unsatisfactory: Not performing tasks that are required for the position.

**SOUTH COLONIE CENTRAL SCHOOLS
NURSING STAFF EMPLOYEE ANNUAL EVALUATION**

NAME OF EMPLOYEE _____
 SCHOOL/LOCATION _____
 CIVIL SERVICE CLASSIFICATION _____

	E	G	M	N	U
GENERAL WORK SKILLS:					
• Willingness and ability to communicate effectively					
• Ability to address students in a positive manner					
• Works efficiently					
• Gets along well with members of the staff					
• Reliable and consistent in carrying out duties					
• Uses good judgment					
PERSONAL SKILLS:					
• Shows initiative					
• Attitude towards work					
• Attitude towards fellow employees					
• Attitude towards new assignments					
• Attitude towards constructive criticism					
• Remains calm in a crisis situation					
• Ability to understand directions					
• Discretion and tact					
• Self-control					
• Friendliness					
• Neat and well-groomed					
• Flexibility					
• Absences (copy of attendance log attached)					
• Tardiness					
JOB SPECIFIC:					
• Is available as a resource person for staff wellness					
• Alerts school administrators to health trends and problems					
• Provides health awareness list					
• Completes student physicals by school's end					
• Maintains up-to-date knowledge, skills / certification					

SUGGESTIONS FOR FUTURE GOALS / IMPROVEMENT OF JOB PERFORMANCE:

OTHER PERFORMANCE COMMENTS:

Evaluator's Signature _____ Date _____
 Input Provided by _____ Date _____
 Employee's Signature _____ Date _____

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E = Exceptional: Is superb in the area in which job is performed, is a positive leader in finding new and better ways to perform the tasks, and assumes a great deal of responsibility for the job.
G = Good: Consistently goes above and beyond the responsibility of the job.
M = Meets Job Expectations: Consistently performs all the duties and responsibilities and fulfills all the requirements of the position.
N = Needs Improvement: Performs some of the tasks but is inconsistent and does not meet all the job requirements.
U = Unsatisfactory: Not performing tasks that are required for the position.

**SOUTH COLONIE CENTRAL SCHOOLS
TRANSPORTATION EMPLOYEE ANNUAL EVALUATION**

NAME OF EMPLOYEE _____
 SCHOOL/LOCATION _____
 CIVIL SERVICE CLASSIFICATION _____

	E	G	M	N	U
GENERAL WORK SKILLS:					
• Willingness and ability to communicate effectively					
• Ability to address students in a positive manner					
• Works efficiently					
• Gets along well with members of the staff					
• Reliable and consistent in carrying out duties					
• Uses good judgment					
PERSONAL SKILLS:					
• Shows initiative					
• Attitude towards work					
• Attitude towards fellow employees					
• Attitude towards new assignments					
• Attitude towards constructive criticism					
• Remains calm in a crisis situation					
• Ability to understand directions					
• Discretion and tact					
• Self-control					
• Friendliness					
• Neat and well-groomed					
• Flexibility					
• Absences (copy of attendance log attached)					
• Tardiness					
JOB SPECIFIC:					
• Maintains proper radio procedure					
• Bus appearance / care and cleanliness of work area					
• Quality of repair work (mechanics only)					
• Performs work in a timely manner					
• Pre-trip inspection					

SUGGESTIONS FOR FUTURE GOALS / IMPROVEMENT OF JOB PERFORMANCE:

OTHER PERFORMANCE COMMENTS:

Evaluator's Signature _____ Date _____
 Input Provided by _____ Date _____
 Employee's Signature _____ Date _____

(Signature means person evaluated has received a copy of the report and does not necessarily mean agreement with evaluation.)

I would like to respond to this evaluation

E = Exceptional: Is superb in the area in which job is performed, is a positive leader in finding new and better ways to perform the tasks, and assumes a great deal of responsibility for the job.
G = Good: Consistently goes above and beyond the responsibility of the job.
M = Meets Job Expectations: Consistently performs all the duties and responsibilities and fulfills all the requirements of the position.
N = Needs Improvement: Performs some of the tasks but is inconsistent and does not meet all the job requirements.
U = Unsatisfactory: Not performing tasks that are required for the position.