



*"To Build Knowledge and Skills for Success Today and Tomorrow"*

**Meade School District 46-1**

**Professional Technical/Support Staff Evaluation Form**

**Name** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Date of Evaluation** \_\_\_\_\_

**Key: Exceeds Expectation; Meets Expectation; Needs Improvement** (Comments required for Needs Improvement)

<b>Essential Duties and Responsibilities</b>	<b>Exceeds</b>	<b>Meets</b>	<b>Needs</b>
1) Employee supports the vision, mission, and belief statements of the Meade School District.			
2) Employee is able to demonstrate job knowledge and skills needed to carry out responsibilities of the job.			
3) Employee responds to various work situations in a positive manner.			
4) Employee handles difficult situations and confrontations appropriately.			
5) Employee demonstrates openness to learning new skills needed for the job.			
6) Employee keeps supervisor informed of important information relating to work environment.			
7) Employee uses oral and written language effectively.			
8) Employee is careful not to conduct conversations which may disrupt the workplace.			
9) Employee works in a cooperative manner with building staff and administration.			
10) Employee maintains confidentiality of work related information.			
11) Employee is able to perform physical and environmental demands of the job.			

<b>Work Habits</b>	<b>Exceeds</b>	<b>Meets</b>	<b>Needs</b>
1) Employee is cooperative and cordial in dealing with students, parents and community.			
2) Employee accepts and carries out responsibility for job expectations.			
3) Employee is self-reliant in starting tasks and demonstrates initiative in the work place.			
4) Employee completes tasks in a timely manner relative to the requirements of the position.			
5) Employee offers suggestions for work improvements and/or solutions for work problems.			
6) Employee dresses in an appropriate, professional manner conducive to job requirements.			
7) Employee follows directions for the use, care, and operations of equipment and/or technology.			
8) Employee reports to work on time and adheres to scheduled workday.			

**Observer's Comments:**

**We have discussed the evaluation given on this form. Signing shall not imply agreement by the employee to the evaluation.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_