

# Performance Evaluation Report for Certificated Central and Regional Support Staff Form C



Spokane Public Schools  
*excellence for everyone*

Type of Evaluation:  Annual  90-Day  Other

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (Middle)

School or Location \_\_\_\_\_ Assignment \_\_\_\_\_

**KEY:** S – Satisfactory R – Requires Improvement U – Unsatisfactory N – Not Observed or Not Applicable  
*The "R" and "U" ratings require specific comments and documentation.*

\_\_\_\_\_ Knowledge of, experience in, and training  
in recognizing good professional performance  
capabilities and development

\_\_\_\_\_ Work station management

\_\_\_\_\_ School finance

\_\_\_\_\_ Professional preparation and scholarship

\_\_\_\_\_ Effort toward improvement, when needed

\_\_\_\_\_ Interest in pupils, employees, patrons, and  
subjects taught in school

\_\_\_\_\_ Leadership

\_\_\_\_\_ Ability and performance of evaluation of personnel

\_\_\_\_\_ Development of reports and proposals as  
required in assigned tasks

\_\_\_\_\_ Coordination of inservice programs

**OVERALL PROFESSIONAL APPRAISAL:**  Satisfactory  Requires Improvement  Unsatisfactory

## Supervisor Comments

Supervisor(s) Signatures \_\_\_\_\_

Title(s) \_\_\_\_\_

Signatures of other people,  
if any, participating in the  
evaluation process \_\_\_\_\_

Date \_\_\_\_\_

## Employee Comments

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings.

\_\_\_\_\_ I do not desire a meeting to discuss this evaluation.  
(Initials)

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

\_\_\_\_\_ Knowledge of, experience in, and training in recognizing good professional performance, capabilities, and development.

Comments:

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\_\_\_\_\_ Work station management.

Comments:

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\_\_\_\_\_ School finance.

Comments:

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\_\_\_\_\_ Professional preparation and scholarship

Comments:

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\_\_\_\_\_ Effort toward improvement, when needed.

Comments:

\_\_\_\_\_ Interest in pupils, employees, patrons, and subjects taught in school.

Comments:

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\_\_\_\_\_ Leadership.

Comments:

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\_\_\_\_\_ Ability and performance of evaluation of personnel.

Comments:

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\_\_\_\_\_ Development of reports and proposals as required in assigned tasks.

Comments:

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\_\_\_\_\_ Coordination of inservice programs.

Comments: