

Performance Evaluation Report for Express Activity Leader Employees

Type of Evaluation: Annual 60-Day Other



Spokane Public Schools
excellence for everyone

Name _____ Date _____

Title _____ Location _____

KEY: S – Satisfactory R – Requires Improvement U – Unsatisfactory

The “R” and “U” ratings require specific comments and documentation.

JOB PERFORMANCE

1. Demonstrates competencies and actively participates and supervises children in the areas of planned activities in a caring and conscientious manner.
2. Carries out appropriate and positive discipline as established.
3. Assures proper care and maintenance of the facilities.
4. Maintains good attendance and is on time for work.
5. Implements activities and events before and after school for school-age children in a proficient and organized manner.
6. Maintains records pertinent to the Express Program.

PERSONAL SKILLS

1. Interacts effectively with students, families, and staff in the workplace and demonstrates teamwork and exhibits good judgment and common sense.
2. Supports and maintains a positive work environment that promotes equity, courtesy, and respect for all students, families, staff, co-workers, and the community, while maintaining confidentiality.
3. Conducts work responsibilities in a professional and positive manner with positive attitude and teamwork.

ACTIVITIES CONTRIBUTING TO PROFESSIONAL GROWTH

EVALUATOR COMMENTS – INCLUDE SPECIAL RECOGNITION FOR EXCEPTIONAL WORK OR ACCOMPLISHMENTS

EMPLOYEE COMMENTS

_____ Evaluator Signature	_____ Title	_____ Date
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_____ Employee Signature	_____ Title	_____ Date
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My signature indicates only that I have read or discussed this evaluation with the evaluator, not that I necessarily agree or disagree with its content. (Employee may attach comments to this evaluation, if desired.)

I request a meeting with my supervisor.