

# Performance Evaluation Report for Express Site Director 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 organizes, coordinates, 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. Ensures the site and operation meets licensing standards.
4. Assures proper care and maintenance of the facilities.
5. Maintains good attendance and is on time for work.
6. Implements, organizes, and supervises activities and events before and after school for school-age children in a proficient and organized manner. Provides site training and mentoring for the Activity Leaders.
7. Maintains all records pertinent to the Express Program.

## PERSONAL SKILLS

1. Interacts effectively and positively 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 manner with positive attitude and teamwork.

