

CAJON VALLEY UNION SCHOOL DISTRICT

(Use ink or typewriter for final markings)

Employee Name:					Site/Department									
Job Title:					<input type="checkbox"/> Permanent <input type="checkbox"/> Probationary			If unscheduled report check here <input type="checkbox"/>		Due Date:				
SECTION A: Checks in column D must be explained in column E.					A O U T S T A N D I N G B C M O E M E P E T S E T S N S T T / A N D A R D S C N E E D S T O I A M P R O V E D U N D E S I S A C T O R Y E D O E S N O T A P P L Y					SECTION B: <u>Record job STRENGTHS and superior performance.</u>				
										SECTION C: <u>Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualifications.</u>				
GENERAL SKILLS														
1. Complies with policies, regulations, and procedures.					SECTION D: <u>Record specific GOALS OR IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.</u>									
2. Maintains a good attendance record.														
3. Observes time/work schedules.														
4. Presents an appropriate appearance.														
5. Uses materials/equipment safely and economically.														
6. Plans, organizes, and prioritizes work effectively.														
7. Relates respectfully and courteously to students.														
8. Responds to needs of community/parents in a professional manner.					SECTION E: <u>Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. Explain checks in Column D.</u>									
9. Works courteously and relates effectively with fellow employees.														
10. Exhibits ability to work independently.														
11. Accepts change and demonstrates flexibility.														
12. Completes satisfactory volume of quality work within a reasonable time frame.														
13. Demonstrates ability to make independent judgments.														
14. Willingly accepts suggestions/directions.														
15. Shows an interest in self-improvement.					SUMMARY EVALUATION - Check overall performance* <input type="checkbox"/> Outstanding <input type="checkbox"/> Needs to Improve <input type="checkbox"/> Competent/Meets Standards <input type="checkbox"/> Unsatisfactory *An overall rating below "Competent/Meets Standards" will NOT be forward to employee's Personnel File for TEN working days after receipt of his/her copy.									
16. Understands department/school objectives and works to achieve them.														
17. Keeps lines of communication open between self and supervisor.					RATER: () I DO () I DO NOT recommend this employee be granted permanent status. Signature: _____ Title: _____ Date: _____									
ADDITIONAL FACTORS FOR INSTRUCTIONAL COMPUTER LAB ASSISTANT					REVIEWER: (If none, so indicate)									
18. Organize and maintain a school computer lab.					Signature: _____ Title: _____ Date: _____									
19. Assists teachers finding programs to support their student(s) need(s).														
20. Check programs, review, and learn new programs..					EMPLOYEE: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.									
21. Maintain accurate records of students participating in computerized instructional support.														
22. Reinforce instruction to individual and small groups of students as directed by teacher by assisting student with selecting appropriate educational software, operating a computer, and printing out work.					Employee's Signature: _____ Date: _____									
23. Child supervision/classroom management techniques.					COMMENTS:									
24. Follow both oral and written instructions.														
25. Maintain up-to-date software to support curriculum needs.														