

[REDACTED]

**Haysville USD #261**  
**Employee Performance Review**  
**Personnel Department Secretary**

EMPLOYEE INFORMATION

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Location

\_\_\_\_\_  
Job Classification

\_\_\_\_\_  
Evaluator Name

REVIEW GUIDELINES

**Directions:**

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

**Complete this Employee Evaluation using the following scale:**

**Outstanding** – Performance is so successful at this element of your job that special note should be made.

**Very Good** – Performance at this level is consistently better than average.

**Satisfactory** – Performance is at or above the standards required.

**Marginal** – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

**Unsatisfactory** – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Provide assistance to certified personnel with questions on re-certification for the purpose of ensuring that all certified staff are current on their licensure.

Outstanding       Very Good       Satisfactory       Marginal       Unsatisfactory

Comments:

2. Maintain records of certified personnel college hours over degree for movement on the pay scale so salaries are accurately calculated.

Outstanding       Very Good       Satisfactory       Marginal       Unsatisfactory

Comments:

3. Process administrator, teacher, and supplemental contracts to account for employee responsibilities and pay.

Outstanding       Very Good       Satisfactory       Marginal       Unsatisfactory

Comments:

4. Maintain certified files for the purpose of providing an up-to-date reference and remain in compliance with regulations.

Outstanding       Very Good       Satisfactory       Marginal       Unsatisfactory

Comments:

5. Maintain and assist with developing of district school calendar for the purpose of documentation.

Outstanding       Very Good       Satisfactory       Marginal       Unsatisfactory

Comments:

6. Prepare the State Certified Personnel Report to ensure that all information regarding the district's certified employees is accurate.

Outstanding       Very Good       Satisfactory       Marginal       Unsatisfactory

Comments:

7. Process Workers Compensation claims and assist employees with Workers Compensation information and concerns for the purpose of delivering information in support of employees.

Outstanding       Very Good       Satisfactory       Marginal       Unsatisfactory

Comments:

8. Maintain records of certified evaluations and send out memos to supervisors notifying them of evaluation due dates to remain in compliance.

Outstanding       Very Good       Satisfactory       Marginal       Unsatisfactory

Comments:

9. Assist with questions and maintain records of employees requesting FMLA (Family Medical Leave Act) to provide the most current information regarding federal regulations.

Outstanding       Very Good       Satisfactory       Marginal       Unsatisfactory

Comments:

10. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding       Very Good       Satisfactory       Marginal       Unsatisfactory

Comments:

11. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Outstanding       Very Good       Satisfactory       Marginal       Unsatisfactory

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments: \_\_\_\_\_

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have discussed this performance evaluation with the employee.**

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**I have reviewed this performance evaluation.**

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**I have read this evaluation of my performance and discussed it with my evaluator.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date