

**EUGENE SCHOOL DISTRICT 4J - Board Approved June 2013**

**CLASSIFIED EMPLOYEE EVALUATION – PART II**

**ALL REGISTRARS, RECORDS AND SCHEDULING ASSISTANTS AND ATTENDANCE CLERKS**

School Year: \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee No: \_\_\_\_\_

Location/Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

Reason for Review:       Annual                       Probationary                       Other

Probationary Employees Only:       Recommended for Continued Employment       Not Recommended

**Comments:** Attach additional sheets if necessary. “Needs Improvement” and “Unsatisfactory” ratings must be explained.

**Please check the appropriate boxes and give a brief evaluation of the employee’s work performance.**

<b>CRITERIA</b>					
<b>I. PROGRAM SUPPORT</b>					
<b>1. Scheduling and Recording:</b>	NA	U	NI	ME	EE
a. Maintain, monitor and manage an accurate student database according to federal and state laws, District policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accurately adds and withdraws students, updates personal demographic information and is familiar with student schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains all student enrollment paperwork (enrollment, re-enrollment, sibling add-ons and demographic changes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Determines residency requirements and informs families of building/District policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Data, Transcripts and Records Maintenance:</b>	NA	U	NI	ME	EE
a. Maintains records of grades and absences for each student's permanent file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Prepares and transmits transcripts and other official documents relating to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains student files and records; prepares files and records for entering and withdrawing students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Prepares court ordered student records requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains and distributes student transcripts in order to document student academic course work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Updates and reviews Synergy student information system to ensure accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Able to identify problems and develop appropriate solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Maintains and updates student files to comply with District/state requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Maintains student records for the purpose of ensuring accuracy and compliance with regulations and District policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Initiates and maintains withdrawal records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Reports and Reporting:</b>	NA	U	NI	ME	EE
a. Coordinates quarterly grade reporting, including supporting teachers in the procedures, collecting, and printing, mailing and filing the grade reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Provides data for various reports that may include grade reporting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Prepares information and statistical reports as required for the purpose of complying with state and local regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Assists teachers with student record requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

e. Assists in preparing the senior graduation list with GPA and averages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Assists school in responding to information requests about students from parents, colleges, prospective employers and similar individuals or agencies with legitimate interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Assists with the Early Graduation record keeping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Assists with generating student honor roll and class rank reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Maintains a wide variety of manual and electronic documents, files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II. <u>COMMUNICATIONS</u></b>					
	NA	U	NI	ME	EE
a. Facilitates the student enrollment process by scheduling appointments with incoming students and families, obtaining required paperwork, such as requesting records from previous schools, birth certificates, immunization records, standardized test results and grade reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>III. <u>COORDINATED SUPPORT</u></b>					
	NA	U	NI	ME	EE
a. Coordinates and oversees the course registration process by compiling, designing, verifying data, and arranging for the printing and distribution of all registration materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Maintains general knowledge of home/school relations (school families, parent pick-ups, legal matters, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Assists in making schedule changes and corrections. Distributes schedules to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Schedules, contacts, and coordinates times and dates with teachers, parents, students and/or resource people in order to ensure students are provided with services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IV. <u>OTHER DUTIES</u></b>					
	NA	U	NI	ME	EE
a. Transcribes graduation credits of transferring students. Creates enrollment packets for new students. Copies and mails student records as requested, purges files to prepare for District storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Assists in building the master schedule by facilitating student input of said requests. Examines student schedules to ensure they are complete and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Provides student information systems assistance for new and existing employees and responds to requests for assistance in use of the Synergy Student Information System.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Maintains 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Provides office and clerical support to ensure smooth operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator's Comments – Employee's Major Strengths and Accomplishments:					
Areas Needing Improvement: <i>Identify areas from Sections I, II, III or IV where improvement in job performance is needed and specify action plans recommended to achieve successful work standard.</i>					
Employee's Comments:					

Give an overall appraisal of the employee's job performance:

What can be done to increase the employee's value to 4J?

Name of Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature (if different from Evaluator): \_\_\_\_\_ Date: \_\_\_\_\_

*My signature below indicates I have read this evaluation and have been counseled by my immediate supervisor. It does not necessarily indicate that I agree with the evaluation. I understand that I have the right to respond in writing to the statements and/or evaluation within 10 days, and my comments will be attached to the evaluation form in my personnel file.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Copy of the evaluation shall be placed in the employee's personnel file***