

**Terrell Independent School District  
Performance Evaluation Record  
Non-Teaching Professional Personnel**

Name: \_\_\_\_\_

Assignment: Coordinator/Instructional Facilitator

- Rating scale      4= Consistently superior performance that exceeds all requirements and expectations of the average performer
- 3= Fully satisfactory and effective performance that meets all requirements and expectations
- 2= Adequate performance with some improvement needed in areas noted
- 1= Unsatisfactory performance that needs considerable improvement to meet basic requirements and expectations

**JOB PERFORMANCE**

- \_\_\_\_\_ 1. Contributes to the attainment of district goals.
- \_\_\_\_\_ 2. Demonstrates effective organization in the use of time and resources.
- \_\_\_\_\_ 3. Provides adequately all services needed.
- \_\_\_\_\_ 4. Maintains complete and accurate records required by job assignments.
- \_\_\_\_\_ 5. Strives continually to evaluate effectiveness and plan improvements.
- \_\_\_\_\_ 6. Provides services and information in a timely manner.
- \_\_\_\_\_ 7. Displays good written and oral communication skills.
- \_\_\_\_\_ 8. Keeps abreast of professional developments in the field and strives to enrich program services.
- \_\_\_\_\_ 9. Communicates effectively with school personnel.
- \_\_\_\_\_ 10. Displays good knowledge of subject matter, routines and process required for job assignment.
- \_\_\_\_\_ 11. Shows initiative and good judgment in problem solving and decision-making.

**ADMINISTRATIVE REQUIREMENTS**

- \_\_\_\_\_ 12. Demonstrates support of and compliance with Board policies and administrative regulations.
- \_\_\_\_\_ 13. Fulfills administrative directives and duty assignments.
- \_\_\_\_\_ 14. Prepares and submits required reports on schedule.
- \_\_\_\_\_ 15. Maintains proper control over the care, use and inventory of school supplies, materials, and equipment.
- \_\_\_\_\_ 16. Participates constructively in meetings.
- \_\_\_\_\_ 17. Demonstrates punctuality and good attendance in adhering to work schedules and appointments.

## PROFESSIONAL ATTRIBUTES

- \_\_\_\_\_ 18. Adheres to professional standards of conduct and code of ethics.
- \_\_\_\_\_ 19. Conducts relationships in a professional manner with colleagues, students, and parents.
- \_\_\_\_\_ 20. Exhibits positive attitudes and enthusiasm in the performance of duties.
- \_\_\_\_\_ 21. Protects confidentiality of sensitive information pertaining to student or other staff.

## ADDITIONAL COMMENTS OF AREAS NEEDING IMPROVEMENT

Employee's signature indicates only that the report has been seen and discussed. It does not indicate agreement or disagreement with the content.

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date