

**SOUTH COLONIE CENTRAL SCHOOLS
COTA STAFF EMPLOYEE ANNUAL EVALUATION**

NAME OF EMPLOYEE _____
 SCHOOL/LOCATION _____
 CIVIL SERVICE CLASSIFICATION _____

| | E | G | M | N | U |
|--|---|---|---|---|---|
| GENERAL WORK SKILLS: | | | | | |
| • Willingness and ability to communicate effectively | | | | | |
| • Ability to address students in a positive manner | | | | | |
| • Works efficiently | | | | | |
| • Gets along well with members of the staff | | | | | |
| • Reliable and consistent in carrying out duties | | | | | |
| • Uses good judgment | | | | | |
| PERSONAL SKILLS: | | | | | |
| • Shows initiative | | | | | |
| • Attitude towards work | | | | | |
| • Attitude towards fellow employees | | | | | |
| • Attitude towards new assignments | | | | | |
| • Attitude towards constructive criticism | | | | | |
| • Remains calm in a crisis situation | | | | | |
| • Ability to understand directions | | | | | |
| • Discretion and tact | | | | | |
| • Self-control | | | | | |
| • Friendliness | | | | | |
| • Neat and well-groomed | | | | | |
| • Flexibility | | | | | |
| • Absences (copy of attendance log attached) | | | | | |
| • Tardiness | | | | | |
| JOB SPECIFIC: | | | | | |
| • Available as a resource for staff | | | | | |
| • Showing competency in quarterly documentation | | | | | |
| • Showing competency with screenings | | | | | |
| • Showing competence with standardized testing tools | | | | | |
| • Maintains up-to-date knowledge, skills / certification | | | | | |

SUGGESTIONS FOR FUTURE GOALS / IMPROVEMENT OF JOB PERFORMANCE:

OTHER PERFORMANCE COMMENTS:

Evaluator's Signature _____ Date _____
 Input Provided by _____ Date _____
 Employee's Signature _____ Date _____

(Signature means person evaluated has received a copy of the report and does not necessarily mean agreement with evaluation.)

I would like to respond to this evaluation

E = Exceptional: Is superb in the area in which job is performed, is a positive leader in finding new and better ways to perform the tasks, and assumes a great deal of responsibility for the job.
G = Good: Consistently goes above and beyond the responsibility of the job.
M = Meets Job Expectations: Consistently performs all the duties and responsibilities and fulfills all the requirements of the position.
N = Needs Improvement: Performs some of the tasks but is inconsistent and does not meet all the job requirements.
U = Unsatisfactory: Not performing tasks that are required for the position.