

## ST. JOHN PARISH SCHOOL SYSTEM

### Disciplinarian Evaluation Form

Evaluatee: \_\_\_\_\_

School or Work Site: \_\_\_\_\_

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

Position: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Total Number of Observations: \_\_\_\_\_

Conferences \_\_\_\_\_

*Directions: Using the rating scale below, evaluate job performance in each task area by marking the column appropriately as indicated in the rating scale below:*

Rating Scale:            **S** – Satisfactory            **NI** – Needs Improvement            **U** – Unsatisfactory

<i>Satisfactory</i>	Meets expected levels of performance most of the time.
<i>Needs Improvement</i>	Performance is below that expected by the St. John Parish School Board and deficiencies must be eliminated. Written documentation is required.
<i>Unsatisfactory</i>	Performance is of such a serious nature as to terminate employment if substantial improvement is not shown. Written documentation is required.

<b>PERFORMANCE RESPONSIBILITIES</b>	<b>Rating</b>	<b>Comments</b>
1. Schedules and attends conferences with parents regarding behavioral problems.		
2. Works directly with students and student related problems in regard to student welfare.		
3. Interacts directly with teachers and conducts conferences regarding student supervision and classroom management techniques.		
4. Works with the Supervisor of Child Welfare and Attendance conferences with student and parent as requested the by the principal.		
5. Recommends and coordinates student welfare services with outside agencies when necessary.		
6. Processes discipline referrals received by teachers and staff.		
7. Maintains complete and fully documented records of all students referred to the disciplinarian.		
8. Refers repeated or serious teacher related problems or student complaints concerning teachers to the appropriate assistant principal and/or principal.		
9. Works with teachers and other school personnel as necessary in administration of disciplinary problems.		
10. Follows the rules and regulations of the St. John the Baptist Parish School Board.		
11. Follows the time and/or duty schedule authorized by the school principal for the school day.		
12. Notifies the principal promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.		
13. Reports promptly to the principal any accident or illness of students.		
14. Maintains neat, accurate, current and complete records and reports and submits same on time to the appropriate personnel when requested.		

Copies To:

School Board Office

Evaluator

Evaluatee

Rating Scale: S – Satisfactory NI – Needs Improvement U – Unsatisfactory

PERFORMANCE RESPONSIBILITIES	Rating	Comments
15. Shall be allowed a minimum of three (3) days from the time of request to complete any information, form, budget, etc., due to the principal or district office.		
16. Attends school regularly and arrives punctually.		
17. Works cooperatively in sharing knowledge, expertise, and skills with others.		
18. Displays proper respect for superiors.		
19. Observes professional lines of communication at all times with individuals inside and outside the school system.		
20. Maintains the confidentiality of school and student records.		
21. Assisted by his/her evaluation, collaboratively develop and implement a professional growth plan based on the district Personnel Evaluation criteria.		
22. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others.		
23. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others.		
24. Accepts other duties as may be assigned which are related to the scope of the job.		
25. Refers students to Guidance Department when deemed appropriate.		
26. Establishes and maintains a positive working relationship with all law enforcement and other job related agencies.		
27. Knowledge of local, state and federal laws.		
28. Follows proper policies, laws, and procedures when handling evidence and due process.		
29. Knows and follows the school district's adopted Code of Discipline.		

The evaluatee is recommended for continued employment: Yes\_\_\_\_\_ No\_\_\_\_\_

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

**The signature below indicates the evaluatee has seen and been provided with a copy of the evaluation. It does not indicate either agreement or disagreement with the results of the evaluation.**

Evaluatee: \_\_\_\_\_ Date: \_\_\_\_\_