

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

PERFORMANCE RESPONSIBILITIES	Rating	Comments
16. Follows Parish, State, and Federal Special Education Policies and Laws and remains familiar with changes.		
17. Prepares a weekly proposal of activities to be forwarded to the IEP Coordinator and maintained on file.		
18. Follows the rules and regulations of the St. John the Baptist Parish School Board.		
19. Follows the time and/or duty schedule authorized by the IEP Coordinator for the school day.		
20. Notifies the IEP Coordinator promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.		
21. Maintains neat, accurate, current and complete records and reports and submits it on time to the appropriate personnel when requested.		
22. Attends work regularly and arrives punctually.		
23. Works cooperatively in sharing knowledge, expertise, and skills with others.		
24. Displays proper respect for superiors.		
25. Observes professional lines of communication at all times with individuals inside and outside the school system.		
26. Maintains the confidentiality of school and student records.		
27. Develops and implements a professional growth plan based on the district's Personnel Evaluation Plan.		
28. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.		
29. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and the use of racial, and/or ethnic slurs when dealing with others.		
30. Accepts other duties as may be assigned which are related to the scope of the job		

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: _____