ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
OBSERVATION FORM FOR NON-INSTRUCTIONAL PERSONNEL

OBSERVATION **EVALUATEE** _____ **POSITION** _____
WORKSITE _____
OBSERVER _____ **POSITION** _____
PRE-OBSERVATION NOTIFICATION TIME & DATE _____

DATE OBSERVED _____ AMOUNT OF TIME OBSERVED _____
ACTIVITIY OBSERVED _____ EVALUATEE'S YEARS IN POSITION _____

OBSERVATION

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EVALUATEE _____ DATE _____

OBSERVER _____ DATE _____

The signature indicates the employee has seen and been provided with a copy of the observation. It does not denote either agreement or disagreement.

Observation is based upon any and all evidence pertinent to the proper discharge of the employee's personal and professional duties, obligations and responsibilities, including job descriptions and approved goals and objectives.

Copies: School Board Office – Evaluator – Evaluatee - Observer