

WASHINGTON COMMUNITY SCHOOL DISTRICT Non-Certified Assessment Form

Employee: _____

Building: _____

Year: _____

Satisfactory

Needs Improvement

Attitude Maintains a positive attitude toward position, building and school

Initiative Does things because they need to be done, works without constant supervision

Appearance Dresses appropriately for the position, neat, and clean

Work Quality Does good work, works well with others, takes pride in the position

Work Skills Has the skills necessary to do the job, and seeks to improve on the skills

Responsibility Learns quickly and is willing to take responsibility for getting work done

Courtesy Is respectful to parents, students, co-workers, teachers, administration and supervisor

District Policy Understands district policy/procedures and does not abuse them

Confidentiality Respects an individuals (teacher-student) right to privacy in confidential matters

For each "needs improvement" checked, comments will be written on what can and needs to be done to improve.

Principal _____

Supervisor _____

Employee _____

Date _____

My signature does not imply approval but rather awareness of the content. The employee may respond in writing to the assessment.