

Team Performance Evaluation

Name: _____ Date: _____

POSITION				
COOK	CLEANER	TRANSPORTATION	ADMIN/SEC	MANAGER
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	COLLEGE CREW

Hours worked per week: _____

Observation week(s) _____

Review date: _____ Team Signature: _____

Scoring: please check an appropriate box for each evaluation item according to the scores below.

1. Performance in this area is unsatisfactory/ not meeting standards.
2. Satisfactorily meets standards of expectations most of the time.
3. Satisfactorily meets standards of expectations all of the time.

TIME MANAGMENT	1	2	3
ABLE TO COMPLETE TASK IN A TIMELY MANNER			
ABLE TO PLAN FOR TASK IN A TIMELY MANNER			
AVAILABLE TO WORK AT SCHEDULED TIME			
AVAILABLE TO WORK EXTRA WHEN NEEDED			
COMMENTS:			

PLANNING	1	2	3
SYSTEMATICALLY PLANS FOR INSTRUCTION			
TEST STUDENTS BASED ON THE OBJECTIVES GIVEN MONTHLY			
PROVIDES INSTRUCTION TO ALL THE STUDENTS & THEIR NEEDS			
COMMENTS:			

TEACHING TECHNIQUES & STRATEGIES	1	2	3
SELECTS APPROPRIATE LESSONS FOR STUDENT LEVEL			
USES METHODS TO ACCOMPLISH THE MONTHLY OBJECTIVES			
ADJUST TECHNIQUES TO MEET THE STUDENTS NEEDS			
PRESENTS LESSONS CLEARLY			
MONITORS ALL STUDENTS PROGRESS & UNDERSTANDING DAILY			
COMMENTS:			

ADHERENCE TO CURRICULUM OBJECTIVES	1	2	3
POST WEEKLY/ MONTHLY OBJECTIVES			
FOLLOWS THE OBJECTIVES IN LESSON PLANS/ ACTIVITIES			
TEACHES / REVIEWS CALENDAR DAILY (CHANGE UPDATE DATES)			
USES APPROPRIATE INSTRUCTIONAL MATERIALS			
PROVIDES INSTRUCTION FOR SPECIAL NEED STUDENTS			
COMMENTS:			

ESTABLISH/MAINTAIN SUITABLE LEARNING SPACE	1	2	3
CREATE EDUCATIONAL SPACE TO REFLECT THE OBJECTIVES			
MAINTAIN STUDENT DISCIPLINE/ CLASSROOM MANAGEMENT			
MAINTAIN A CLEAN & SANITARY SPACE FOR LEARNING			
HAS CLEANING PROCEDURES FOR CHILDREN			
HAS PERSONAL CLEANING PROCEDURES FOR THE ROOM			
COMMENTS:			

PROFESSIONAL ACTIVITIES	1	2	3
COMPLETES WEEKLY LESSON PLANS			
PROVIDES ACTIVITIES FOR SUBSTITUTES WHEN ABSENT			
CREATES WEEKLY WORK (FOR ALL CLASSROOMS)			
KEEPS ACCURATE RECORDS: OUCH REPORTS, REPORT CARD.ETC			
HEALTHY COMMUNICATION: STUDENTS, TEACHERS & PARENTS			
FREQUENT COMMUNICATION WITH PARENTS – CLASSDOJO & TEXT			
ATTENDS PROFESSIONAL TRAINING & MONTHLY MEETINGS			
ACTIVELY SUPPORTS CO-CURRICULAR ACTIVITIES			
NOT ON PERSONAL CELL PHONE DURING WORK HOURS			
SUPERVISION OF CHILDREN IN CLASS			
COMMENTS:			

Comments:

OVERALL RATING	50%	60%	70%	80%	90%	100%

Re-employment recommendation:

Retain	Retain with more training (less hours)	Do not retain

Evaluator Signature _____ Date _____
 Evaluatee Signature _____ Date _____