

**CLERK, ATTENDANCE/DISCIPLINE
Summative Appraisal Form**

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

General Duties

- ____ 1. Issue absentee slips and verify reasons for absence.
- ____ 2. Check In/Check Out students, parent verification.
- ____ 3. Make absence verification calls to parents.
- ____ 4. Prepare attendance profile for student/parent/court requests.
- ____ 5. Issue tardy notices.
- ____ 6. Coordinate visiting teacher referrals.
- ____ 7. Prepare data for court referrals and hearings.
- ____ 8. Answer telephones, screen calls, and answer routine inquiries.
- ____ 9. Set up attendance committee appointments.
- ____ 10. File and sort student records.
- ____ 11. Sign for incoming packages and notify offices.

- ____ 12. Deliver parent-to-student messages.
- ____ 13. Interpret for Spanish-speaking public.
- ____ 14. Order office supplies.
- ____ 15. Prepare teacher packets.
- ____ 16. Stuff envelopes with end-of-year report cards.
- ____ 17. Assist in registration procedures.
- ____ 18. Monitor base station for radio communications calls for assistance.
- ____ 19. Coordinate for Guidance Center services.
- ____ 20. Input data on discipline tracking.
- ____ 21. Contact representatives from Youth Services Division Probation Officers, Human Resources Services and other community support agencies.
- ____ 22. Complete PEIMS data input. (Enter discipline referrals)
- ____ 23. Assist and Cover ISS classroom when needed
- ____ 24. Schedule 504 meetings and other meetings with parent, teacher, counselor, and assistant principal
- ____ 25. Support police with student data and reports
- ____ 26. Distribute and key inventory and document all campus keys
- ____ 27. Order parking permits, parking applications, and document all parking for students and staff
- ____ 28. Keep records and assist with all campus emergency drills
- ____ 29. Assist with Prom and Graduation activities including clearance
- ____ 30. Schedule Drug Awareness classes for parents and students
- ____ 31. Assist with parent attendance calls
- ____ 32. Prepare all data for Level hearings including documentation and letters to parents, and appeal packages for student services department.
- ____ 33. File and sort all discipline student records

COMMENTS: _____

Supervisory Responsibilities

- ____ 34. Supervises attendance office student workers.

COMMENTS: _____

Other

____ 35. Perform other duties assigned by supervisor.

____ 36. Maintain confidentiality of information.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

____ Renewal and/or Extension of Assignment

____ Non-renewal of Assignment

____ Termination of Assignment

____ Non-extension of Assignment

Administrator (Print Name) Date

Administrator's (Signature) Date

Employee's Signature Date