

**APPENDIX C-1**  
Muscatine School District  
Secretarial/Clerical/Aides/Paraeducators  
Evaluation Report

Employee \_\_\_\_\_ Evaluator \_\_\_\_\_  
Job Classification \_\_\_\_\_ Probationary/First year Evaluation:  
Location \_\_\_\_\_

Area of Evaluation	Not Applicable	Needs Improvement	Acceptable	Above Average
1. Attendance				
A. Employee's daily attendance is				
B. Employee follows leave procedures				
C. Employee works on the "tough work days"				
D. Employee can be counted on to work				
2. Skills, talents & abilities				
A. Understands job expectations				
B. Accepts training and learns on the job				
C. Can perform all duties assigned				
3. Job performance				
A. Reads and understands the duty roster				
B. Works to perform the job requirements				
C. Understands and uses work orders				
D. Meets with supervisor to resolve problems				
E. Follows safety procedures				
F. Accepts responsibility				
G. Performs duties with a high level of skill				
H. Displays initiative				
I. Performs duties in a timely manner				
4. Working relationships				
A. Performs duties with a positive attitude				
B. Accepts criticism, direction &/or changes				
C. Is courteous to students, staff, supervisors and community members				
5. Public employer expectations				
A. Exercises good judgment				
B. Is dependable, reliable and honest				
C. Takes proper care of equipment				
D. Personal hygiene and appearance				
6. Comments and recommendations:				

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

The above signature confirms that the employee has received this evaluation it does not necessarily imply agreement.