

**WORKER, TEXTBOOK/SAFETY  
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**

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

**JOB PERFORMANCE STATEMENTS**

**Safety Program Management**

- \_\_\_\_ 1. Assists the Textbook/Safety Clerk in identifying safety concerns.
- \_\_\_\_ 2. Assists Textbook/Safety Clerk in performing facilities safety inspections on district buildings and playgrounds.
- \_\_\_\_ 3. Assists Textbooks/Safety Clerk with scheduling and performing annual fire inspections of all facilities.
- \_\_\_\_ 4. Assists Textbooks/Safety Clerk with filing of all reports as directed.
- \_\_\_\_ 5. Coordinates with and assists Operations Coordinator with annual fire inspections of all facilities
- \_\_\_\_ 6. Assists with annual district wide fire extinguisher inspections as directed.

**COMMENTS:** \_\_\_\_\_

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**Budget and Inventory**

\_\_\_7. Assists Textbook/Safety Clerk in selection and purchase of safety supplies and materials as needed.

**COMMENTS:**\_\_\_\_\_

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**Policy, Reports, and Law**

\_\_\_8. Assists Textbook/Safety Clerk in maintaining district and department safety manuals.

\_\_\_9. Assists Textbook/Safety Clerk with compliance and maintenance of district material safety data sheets (MSDS).

\_\_\_10. Assists in compiling, maintaining, and filing all physical and computerized safety reports, records, and other documents required.

\_\_\_11. Assists Textbook/Safety Clerk in preparing annual fire inspection report.

**COMMENTS:**\_\_\_\_\_

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**Textbook Clerk Duties**

\_\_\_12. Assists Textbook/Safety Clerk with records of textbook activity including textbook distribution to and transfer from all schools within the district.

\_\_\_13. Ensures that all books are numbered and that “property of the State of Texas” is printed on the inside cover of all textbooks.

\_\_\_14. Assists Textbook/Safety Clerk to prepare a listing of all textbooks lost or destroyed, by campus, and prepare the annual statement.

\_\_\_15. Assists Textbook/Safety Clerk distribute all textbook shipments for the district and report all shipment errors and/or discrepancies.

\_\_\_16. Assists in conducting an annual physical inventory of all textbooks in the district.

\_\_\_17. Assists to complete the necessary state forms to order textbooks as needed.

\_\_\_18. As directed by Textbook/Safety Clerk picks up out-of-adoption textbooks and prepare the forms for shipment.

\_\_\_19. Performs as directed by Textbook/Safety Clerk to receive, store, and issue all textbooks and textbook samples to all campuses.

**COMMENTS:**\_\_\_\_\_

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**Other**

\_\_\_20. Perform other duties assigned by supervisor.

\_\_\_\_ 21. 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