

**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

- 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

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: _____

Budget and Inventory

___ 7. Assists Textbook/Safety Clerk in selection and purchase of safety supplies and materials as needed.

COMMENTS: _____

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: _____

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: _____

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