

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

Name _____ School 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

Records and Reports

- ____ 1. Enter alphabetic, numeric, or symbolic data from source document using online computer terminal or personal computer.
- ____ 2. Type and reconcile attendance data according to established attendance guidelines.
- ____ 3. Be familiar with common data errors and apply corrections prior to processing.
- ____ 4. Recognize defects in source documents and return them to the originator for correction.
- ____ 5. Prints reports using database information.
- ____ 6. Accurately reconcile daily attendance for special programs and monitor disciplinary actions/placements to be reflected in attendance registers and program funding.
- ____ 7. Process and submit all daily register and contact hour reports by cycle (e.g., six weeks) to Assessment and Accountability.

- ____ 8. Maintain and submit accurate attendance counts to appropriate campus and district administration on a daily basis.
- ____ 9. Types and sends in reports on school insurance.
- ____ 10. Distribute, collect, and sort all information included in the parent enrollment packet provided at orientation or upon the student's enrollment (i.e. nurse, bus, lunch forms).
- ____ 11. Maintain a log of daily substitutes and prepare daily attendance sheets and rosters for substitutes.
- ____ 12. Maintain and secure the filing system of student records.
- ____ 13. Prepare transfers, withdrawals and requests for transcripts as needed.
- ____ 14. Prepare an N.S.L. weekly report for Assessment and Accountability.
- ____ 15. Maintain current student rosters by teacher and grade.
- ____ 16. Keep an ethnicity report up-to-date for administrative purposes. (To be updated daily the first 15 days of school).
- ____ 17. Type and/or prepare enrollment cards/attendance cards for all students before classes begin in the fall and update the information provided by parents during the year.
- ____ 18. Receives daily report and deposits from cafeteria clerk; posts information for deposit pickup.

COMMENTS: _____

Other

- ____ 19. Answer routine telephone calls, takes messages and set up student/parent conferences.
- ____ 20. Types routine reports and correspondence.
- ____ 21. Collects and deposits student activity money.
- ____ 22. Prepare and distribute perfect attendance and honor roll certificates/awards every six weeks.
- ____ 23. Contacts parents of absent students.
- ____ 24. Assists visitors and gives directions.
- ____ 25. Registers new students.
- ____ 26. Performs routine clerical duties in the absence of the nurse.
- ____ 27. Issues room keys to substitutes.
- ____ 28. Keeps on hand daily attendance slips, student release forms, tardy slips, etc.
- ____ 29. Participates in staff development training programs, faculty meetings, and special events as assigned.
- ____ 30. Performs other duties assigned by supervisor.

____ 31. Maintains 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