

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

Name _____ School Location _____

Position _____ Date of Review _____

Evaluator _____

Appraisal Period: From _____ to _____

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. Issues absentee slips and verifies reasons for absence.
- ____ 2. Checks In/Checks Out students, and conducts parent verifications.
- ____ 3. Maintains records for all incoming students.
- ____ 4. Withdraws students.
- ____ 5. Makes absence verification calls to parents.
- ____ 6. Prepares attendance profiles for students/parents/court requests.
- ____ 7. Issues tardy notices.
- ____ 8. Coordinates visiting teacher referrals.

- ___9. Prepares data for court referrals and hearings.
- ___10. Prepares attendance awards and certificates list preparation.
- ___11. Types attendance warning letters and drop letters.
- ___12. Identifies truancy problems and reports them to the administrators.
- ___13. Answers telephones, screens calls, and answers routine inquiries.
- ___14. Sets up attendance committee appointments.
- ___15. Files and sorts student records.
- ___16. Signs for incoming packages and notifies offices.
- ___17. Delivers parent-to-student messages.
- ___18. Interprets for Spanish-speaking public.
- ___19. Orders office supplies.
- ___20. Issues lockers.
- ___21. Prepares teacher packets.
- ___22. Stuffs envelopes with end-of-year report cards.
- ___23. Assists in registration procedures.
- ___24. Prepares and upkeeps student attendance folders and notes.
- ___25. Issues student bus and identification cards.
- ___26. Monitors base station for radio communications calls for assistance.
- ___27. Coordinates for Guidance Center services.
- ___28. Inputs data on discipline tracking.
- ___29. Contacts representatives from Youth Services Division Probation Officers, Human Resources Services and other community support agencies.
- ___30. Completes PEIMS data input.
- ___31. Receives and checks all requisitions, keeps ledger and posts all departments and office requisitions, keeps budget.
- ___32. Keeps budget balances up-to-date and keeps files on each department.

COMMENTS: _____

Other

____33. Performs other duties assigned by supervisor.

____34. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____35. Supervises attendance office student workers.

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's Signature

Date

Employee's Signature

Date