

**CLERK, 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.    As directed by Operations Coordinator identifies safety concerns and makes recommendations to reduce accidents and claims.
- \_\_\_\_ 2.    Assists Operations Coordinator in performing facilities safety inspections on district buildings and playgrounds.
- \_\_\_\_ 3.    Attends meetings as directed by Operations Coordinator in an advisory capacity.
- \_\_\_\_ 4.    Coordinates with and assists Operations Coordinator with annual fire inspections of all school facilities.
- \_\_\_\_ 5.    Schedules annual district wide fire extinguisher inspection and ensures compliance as required.
- \_\_\_\_ 6.    Assists Operations Coordinator with monitoring of comprehensive emergency drills program.

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

\_\_\_\_\_

**Budget and Inventory**

- \_\_\_7. Assists in the selection and purchase of safety supplies, materials, and training from outside sources as needed.

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

**Policy, Reports, and Law**

- \_\_\_8. Coordinates with Operations Coordinator in compliance and maintenance of district material safety data sheets (MSDS) and maintaining online MSDS (SDS) Database.
- \_\_\_9. Assists Operations Coordinator with annual fire drill report requirement.
- \_\_\_10. Coordinates with Operations Coordinator to complete playground safety reports.
- \_\_\_11. Completes fire extinguisher report based on annual fire extinguisher inspection.

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

**Textbook Clerk Duties**

- \_\_\_12. Maintains all 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. Prepares a listing of all textbooks lost or destroyed, by campus, and prepares the annual statement.
- \_\_\_15. Accepts all textbook shipments for the district and reports all shipment errors and/or discrepancies.
- \_\_\_16. Conducts an annual physical inventory of all textbooks in the district.
- \_\_\_17. Completes the necessary state forms to order textbooks as needed.
- \_\_\_18. Picks up out-of-adoption textbooks and prepares the forms for shipment.
- \_\_\_19. Receives, stores, and issues all textbooks and textbook samples to all campuses.
- \_\_\_20. Participates in the process of textbook selection by participating in textbook hearings.

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

**Other**

- \_\_\_21. Performs other duties assigned by supervisor.
- \_\_\_22. Maintains confidentiality of information.

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

What strengths does \_\_\_\_\_ possess?

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What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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Summative Conference Comments:

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**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