

**COORDINATOR, OPERATIONS
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

Safety Program

- ____1. Coordinates safety programs including: hazardous materials, fire safety inspections, and district safety programs.
- ____2. Coordinates safety meetings and provides safety training for all employees.
- ____3. Inspects facilities including all district buildings and playgrounds, and reports safety concerns to the District Call Center.
- ____4. Maintains written reports for security audits, and compliancy with federal, state, and insurance regulations.
- ____5. Ensures compliance with applicable hazardous material training.
- ____6. Compiles documentation that supports the district emergency management functions.
- ____7. Follows-up all safety requests (tickets) to ensure work is completed in a timely manner.
- ____8. Provides oversight to ensure that fire safety equipment (fire extinguishers, emergency lights, and fire exit lights) are maintained in operating and optimum condition.

COMMENTS: _____

District Records Retention Program

- ____9. Acts as the Records Management Officer, for the district.
- ____10. Manages the ongoing maintenance of centralized district records retention, including: identification of records for storage, retrieval of records, and the coordination of annual records processing and destruction, in accordance with the records retention schedule.
- ____11. Ensures the records retention schedule is updated annually on the districts website, and disseminated to the staff.
- ____12. Obtains proposal from RCI (Records Consultant’s Inc) on the annual fees for records retention and storage as per state guidelines, and follow through with scheduling dates and oversee the completion of the proposal agreement.

COMMENTS: _____

District Mail Room

- ____13. Evaluates the effectiveness of the mail room, and provides recommendations for improvements.
- ____14. Assists mail clerks with sorting and delivery of mail as needed.
- ____15. Compiles vehicle records to ensure vehicles are maintained and licensed properly.

COMMENTS: _____

Textbook Team

- ____16. Evaluates the effectiveness of the textbook team, and provide recommendations for improvements.
- ____17. Assists textbook team with receiving, shipping, delivery, and maintaining the textbook inventory.
- ____18. Compiles vehicle records to ensure vehicles are maintained and licensed properly.

COMMENTS: _____

Policy, Reports, and Law

- ____19. Compiles, maintains, and files all physical and computerized reports, records, and other documents, as it pertains to records retention, fire safety, and asbestos.
- ____20. Prepares data necessary to process payroll.

COMMENTS: _____

Budget and Inventory

- ____21. Compiles cost estimates based on documented program needs.
- ____22. Plans and directs inventory and stock control program for equipment and supplies.
- ____23. Replaces and maintains a current inventory of supplies to avoid delay when reordering.

COMMENTS: _____

Personnel Management

- ____24. Prepares, reviews, and revises job descriptions for the mail room and textbook department.
- ____25. Evaluates job performance of employees to ensure effectiveness.
- ____26. Trains and supervises personnel and makes sound recommendations about personnel placement, transfer, retention, and dismissal.

COMMENTS: _____

Other

- ____27. Performs disaster duty when needed.
- ____28. Attends professional growth activities to keep abreast of innovative techniques in safety operations.
- ____29. Responds to after-hours emergencies as needed.
- ____30. Performs other duties as assigned by supervisor.
- ____31. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ____32. Supervises and evaluates job performance of employees within the mail room and textbook department.

COMMENTS: _____

What strengths does _____ possess?

