

**BOGALUSA CITY SCHOOL SYSTEM
NON-INSTRUCTIONAL EMPLOYEE FORMAL EVALUATION FORM**

Employee's Name: _____ Title/Position: _____ Date: _____
 Years in position: ____4+ ____0-3 Evaluator's Name/Title/Position: _____

Please place a check mark (✓) in the appropriate scoring column for each graded criteria.

I. MANAGEMENT	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Follows the directives of the Superintendent for assigned duties.						
2. Participates in meetings of central office and school staffs.						
3. Plans well and implements plans.						
4. Organizes well.						
5. Maintains accurate records in a confidential manner.						
6. Prepares and submits records and reports on time.						
7. Assigns responsibilities fairly and impartially.						
8. Implements School Board policies.						
9. Develops and implements budgets within area of responsibility.						
TOTALS						

Comments: _____

Areas of Strength: _____

 Areas to Address: _____

II. PERSONNEL	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Assists in acquiring qualified candidates for employment.						
2. Supervises members of the staff under his/her area of responsibility.						
3. Implements school system plan for personnel evaluations.						
4. Serves as resource person to staff.						
TOTALS						

Comments: _____

Areas of Strength: _____

 Areas to Address: _____

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III. PROFESSIONAL GROWTH AND ETHICS	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Participates in professional organizations.						
2. Participates in District and State meetings and workshops.						
3. Provides for and participates in local in-service programs.						
4. Knows and abides by chain of command.						
TOTALS						

Comments: _____

Areas of Strength: _____

Areas to Address: _____

IV. INSTRUCTION	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Evaluates instructional programs.						
2. Makes recommendations for improving and/or strengthening instructional programs.						
3. Disseminates professional information and materials to staff in his/her area of responsibility.						
4. Utilizes the Louisiana Components of Effective Teaching.						
TOTALS						

Comments: _____

Areas of Strength: _____

Areas to Address: _____

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V. PUBLIC RELATIONS	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Interprets school to community.						
2. Fosters parent-school relations.						
3. Involved in community activities.						
TOTALS						

Comments: _____ Areas of Strength: _____
 _____ Areas to Address: _____

VI. EVALUATION NARRATIVE

VII. PROFESSIONAL GROWTH PLAN COMMENTARY

VIII. SELF EVALUATION

A self evaluation has been completed _____ YES _____ NO (The self evaluation is kept on file by the individual)

VII. INTENSIVE ASSISTANCE

The non-teaching employee will be placed on Intensive Assistance _____ YES _____ NO

