

LINCOLN SCHOOL DISTRICT 156

EXTRA DUTY EVALUATION

NAME _____

NAME OF EVALUATOR _____

DATE: _____

KEY
 E – Excellent
 P - Proficient
 NI – Needs Improvement
 U – Unsatisfactory
 NA – Not Applicable

		E	P	NI	U	NA
1.	Personal Qualities					
1.	Is punctual, days tardy for assignment _____	_____	_____	_____	_____	_____
2.	Has good attendance, days absent _____	_____	_____	_____	_____	_____
3.	Communicates questions and concerns that arise.	_____	_____	_____	_____	_____
2.	Extra Duty Management					
1.	Is systematic in record keeping responsibilities for student attendance, time sheets, etc.	_____	_____	_____	_____	_____
2.	Adequately provides student supervision and Students a safe environment.	_____	_____	_____	_____	_____
3.	Professional and courteous in completing duties	_____	_____	_____	_____	_____

Extra Duty Staff Member: _____

Date: _____

Evaluator(s): _____

Date: _____

Administrator: _____

Date: _____

COMMENTS

SUMMARY:

Adopted: October 17, 2016