# APPENDIX L.

Certificated Support Employee

Short Form

|  |  |
| --- | --- |
| **Employee’s Name:** |  |
| **Building:** |  |
| **Evaluator:** |  |
| **Dates of Observation:** |  |
| **Date of Evaluation:** |  |
| **Final Rating :**  **(Satisfactory or Unsatisfactory)** |  |

**Use of this form indicates that the following criteria have been satisfactorily met.**

|  |
| --- |
| 1. **Instructional Skills:** |
| 1. **Classroom Management:** |
| 1. **Professional Preparation and Scholarship:** |
| 1. **Effort Toward Improvement When Needed:** |
| 1. **Handling Student Discipline:** |
| 1. **Interest in Teaching Pupils:** |
| 1. **Knowledge of Subject Matter:** |
| 1. **Professional Conduct:** |
| **COMMENTS (use additional sheets if necessary):** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** |  |
| **Evaluator’s Signature:** |  | **Date:** |  |

**NOTE:** Employee’s signature indicates only that he/she has read and has received a copy of this evaluation, not necessarily that he/she agrees with the content. Employee comments may be attached.