



Lyman School District 42-1

Serving the Communities of Kennebec, Lower Brule, Presho, Reliance and Vivian
P.O. Box 1000, Presho, South Dakota 57568-1000

SUPPORT STAFF EVALUATION FORM

Each item is rated 1–4:

- 1 Exemplary
- 2 Meets Expectations
- 3 Needs Improvement
- 4 Unsatisfactory
- NA Not Observed

Date: _____

Name: _____

Position: _____

I. EXPECTATIONS

- A. ____ Successfully performs the tasks as requested by supervisor.
- B. ____ Is consistent and timely in work attendance.
- C. ____ When late or absent, follows procedures for reporting to supervisor.
- D. ____ Demonstrates a high degree of resourcefulness. Looking for ways to make positive contributions.
- E. ____ Is respectful toward students.
- F. ____ Is respectful towards coworkers and administration.
- G. ____ Attends and participates in school/community activities sponsored by the school.
- H. ____ Is reliable and attentive to their responsibilities.
- I. ____ Addresses concerns via the chain of command set forth in school policy.
- J. ____ Participates in self-development and work-related in-service activities.
- K. ____ Maintains a cooperative and supportive work attitude with other staff.
- L. ____ Maintains confidential with student, staff and district information as required.
- M. ____ Maintains behavior and performance standards consistent with board policies.
- N. ____ Positively accepts constructive criticism from supervisor and works to improve in identified areas.



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Comments by supervisor:

Comments by Employee:

II. RECOMMENDATIONS FOR CONTRACT RENEWAL

_____ Recommended for continued employment

_____ Recommend for continued employment with conditions.

_____ Not recommended for continued employment

Supervisor Signature:

Employee Signed:

Date: _____

I have had a conference with the evaluator. (Signing does not imply agreement by the employee to the evaluation, but merely indicates that the above has been discussed.)