

Appendix D

Durango School District 9-R Support Staff Performance Observation Form

Name:

Date of Observation:

School Site:

Position:

Evaluator:

Data Sources used in this observation (Check all that apply):

Employee's Job Description

Written and/or verbal expectations of other duties as assigned

Established policy or administrative rules/procedures that can be related to employee's performance

Direct observations that can be documented by supervisor

Information from past observations/evaluations

Other:

Please include explanation of other sources

Comments for Performance Areas Observed:

Safety

Communication

Professional Conduct

Teamwork

Leadership

Quality of Work

Employee's Strength(s)

Areas Needing Improvement

Goals

I have read this form and understand it will be part of my permanent employee record. Further, I understand my signature verifies that I have read the above information and have met with my evaluator to discuss this observation. It does not indicate whether I agree or disagree. Employee may attach comments concerning the observation.

Employee Signature: _____ **Date:** _____

Evaluator Signature: _____ **Date:** _____