

EVALUATION SUMMARY, NON-CERTIFIED TEACHING PERSONNEL (Cont.)

- E. Adheres to professional ethics as defined in board policy.
- F. Maintains and improves professional competence.
- G. Demonstrates dependability and punctuality in carrying out duties of the position.
- H. Is enthusiastic about the job and approaches the task in a positive manner.
- I. Demonstrates responsible attitude toward attendance/absences from the classroom.
- J. Is accurate and prompt with records and reports.
- K. Exercises concern about the proper use and care of building, equipment, and supplies.
- L. Remains in classroom during assigned periods.

1	2	3	4

COMMENTS: Additional comments will be attached if provided within two weeks of this evaluation.

EVALUATION SUMMARY, NON-CERTIFIED TEACHING PERSONNEL (Cont.)

A formal conference was held on _____ with my evaluator. Each of the characteristics above was discussed and specific suggestions for improvement were made. My signature below does not necessarily mean that I agree with this appraisal. Signed comments are attached by the

EVALUATOR _____ INSTRUCTOR _____

DATE _____ INSTRUCTOR'S SIGNATURE _____

DATE _____ EVALUATOR SIGNATURE _____

DATE _____ SUPERVISOR SIGNATURE _____