

EDUCATION SERVICES MANAGER	Unacceptable	Marginal Performance	Competent Performance	Commendable Performance	Distinguished	COMMENTS
Employee _____						
Supervisor _____						
Date _____ to _____						

**SKILLS**

A. Skills & knowledge necessary for job						
B. Interest in and time spent on improving skills and knowledge						

**QUALITY OF PERFORMANCE**

A. Quality of work done						
1. Supervision of Teaching Staff						
2. R&R Duties						
3. Record keeping						
4. Program Development						
5. Leadership						
6. Curriculum Development						
B. Reliability						
1. Attendance						
2. Punctuality						
3. Meeting deadlines						
C. Work Relationships						
1. With other staff members						
2. With supervisor						
3. With parents						
4. Outside of agency						

**COMMENTS:** (Regarding overall performance, changes in responsibilities or performance since last evaluation, employee career development interests, and improvements needed for advancement).

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\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Employee signature indicates acknowledgment of this review, not agreement.

**EMPLOYEE COMMENTS** (regarding evaluation)

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