

Scotland County Schools Attendance Liaison Evaluation Form

Employee: _____ Job Title: _____

Evaluator: _____ Date of Evaluation: _____

School/Department: _____ Period Covered: _____

Performance Evaluation Code: EE = Exceeds Expectations NI = Needs Improvement
 ME = Meets Expectations UP = Unsatisfactory Performance

EVALUATION ELEMENTS	EE	ME	NI	UP	NA
I. Attendance Follow-Up					
a. Review SIMS report each morning					
b. Prioritize follow-up for interventions					
c. Provide appropriate follow-up to include referral for interventions and/or Truancy					
Court					
d. Seek court remedy as directed by administration					
e. Complete appropriate documentation and monthly reports					
II. Truancy Court					
a. Complete referral information					
b. Ensure child's folder contains necessary documentation					
c. Continues to monitor attendance and follow-up with referrals					
III. Other Duties					
a. Willingly participates in other duties as assigned by administration					
IV. Professional Practice					
a. Models professional behaviors with peers, students and community contacts					
b. Assumes responsibility for professional growth and development					
c. Consult with school personnel to encourage compliance with laws, statutes and policies					
d. Shows initiative in assuring effectiveness of work in school setting					

e. **Maintain accurate written and online documentation**

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Evaluator's Summary Comments:

Employee's Reactions to Evaluation (Use attachment)

Recommended Not Recommended for Employment for _____ - _____ school year.

Immediate Supervisor Signature/Date

Employee's Signature/Date