

**DATA PROCESSOR FOR CTE FEEDBACK FORM**

Name:

Evaluator:

Position:

Building:

Date:

Conference Date:

The following feedback is directly related to the job description of the Data Processor for CTE position.

**KEY TO EVALUATION**

- 1 Exceeds Expectations**
- 2 Meets Expectations**
- 3 Improvement Needed**
- 4 Unsatisfactory**
- 5 Not Observed/Not applicable**

**Creates and maintains student enrollment files including student count and drop/add programs.**

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**Consults and collaborates with all school staff.**

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**Performs secretarial duties with efficiency and accuracy.**

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**Assists with student audit procedures and generates state reports required for reporting.**

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**Maintains accurate computer based files.**

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**Maintains appropriate documentation, records, reports, etc. with confidentiality.**

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**Actively participates in building/district professional development when necessary**

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**Assists with monitoring students and student activity**

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**Communicate effectively with students, staff and parents**

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**Other duties as assigned**

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**GENERAL JOB PERFORMANCE**

**Productivity:**

Evaluate amount of work generated and completed successfully as compared to amount of work expected for this job or position. (Establish logical priorities).

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**Quality:**

Correctness, completeness, accuracy, economy of work-overall quality:

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**Use of Time**

Uses available time wisely~accomplishes required work on or ahead of schedule:

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**Dependable**

Is dependable and assumes responsibility in carrying out assignments:

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**Work Habit**

Good attendance; very punctual to work:

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**Planning**

Sets realistic objectives, anticipates and prepares for future requirements, establishes logical priorities:

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**Summary:**

Please include strong points, areas for growth and improvement, and any additional comments.

Employee Signature:

Date:

Evaluator Signature:

Date: