



Corsicana Independent School District

Special Education Data Entry Clerk Evaluation

Name _____ Evaluation period _____

Position _____ Department/campus _____

Evaluator _____ Title _____

Rating scale:	E	Exceeds expectations	Performance exceeds expectations
	P	Proficient	Performance meets expectations
	I	Needs improvement	Performance does not meet expectations
	N/A	Not applicable	Performance is not expected

Directions: Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

General skills				
1. Enter all data resulting from the Admission, Review, and Dismissal meeting if required.	E	P	I	N/A
2. Follows local timelines/procedures when reviewing the Admission, Review, and Dismissal documents.	E	P	I	N/A
3. Follow local timelines/procedures when copying the Admission, Review, and Dismissal documents.	E	P	I	N/A
4. Transport of confidential student folders between all campuses and central office.	E	P	I	N/A
5. Mail out ARD notices for all ARD meetings scheduled.	E	P	I	N/A
6. Copy and send student records to other districts or agencies when a student moves from our district and keeping a database of all records sent.	E	P	I	N/A
7. Converse via telephone with other districts and agencies regarding student records.	E	P	I	N/A
8. Maintain all Special Education student files.	E	P	I	N/A
9. Keep an organized schedule of ARD meetings.	E	P	I	N/A
10. Uses, maintains, and stores work material properly	E	P	I	N/A
11. Identifies and responds to problems effectively	E	P	I	N/A
12. Communicates effectively	E	P	I	N/A



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Specialized skills				
1. Uses appropriate software programs	E	P	I	N/A
2. Compiles information or data and produces appropriate reports	E	P	I	N/A
3. Maintains confidentiality of information	E	P	I	N/A
4. Maintains data and physical files	E	P	I	N/A
5. Orders and maintains inventory	E	P	I	N/A
Performance goals				
General comments				
Employee comments				
Overall performance rating (circle one)				
Exceeds expectations		Proficient	Needs improvement	
This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.				
_____ Employee signature		_____ Date	_____ Evaluator signature	
			_____ Reviewer signature	
			_____ Date	