



## Writing Meaningful Evaluations for Non-Instructional Staff - Right Now!!: The Principal's Quick-Start Reference Guide

By Cornelius L. Barker

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About the Authors Introduction Why Is This Guide Needed? What a Good Written Evaluation Looks Like Part I. Writing the Evaluation Section I. Aides Paraprofessional, Teacher Aide,

Teacher Assistant Section II. Clerical Staff Secretary, Supervisor

Clerk/Clerk Section III. Counselors Child Study Team Counselor,

Guidance Counselor, School Attendance Counselor, Student

Assistant Counselor Section IV. Disciplinarians Crisis Intervention Advisor, Dean, In-School Suspension Staff Section V.

Health/Medical Professionals Health Care Advisor, School Nurse, School Psychologist Section VI. Maintenance Professionals Boiler Operator, Custodial Staff Member, Delivery Personnel, Food

Service Manager, School Facilities Operator, Senior Custodian

Section VII. Security Staff Driver Education, Traffic Safety

Personnel, Police Officer, Security Guards Section VIII.

Administrators Assistant/Vice Principal, Principal Part II. Other

Helpful Resources for Writing Performance Evaluations Section

IX. Vocabulary Aids Section X. The Evaluation Organizer Section

XI. Record of Evaluations Section XII. A Checklist of Basic

Documentation and/or Conditions Section XIII. Description of

Positions ( A Brief Overview Of The Objectives, Responsibilities and Tasks Involved In The Job Description).



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