

**Emery County School District**  
**Support Staff Employee Evaluation – Educational Assistant – Choral Accompanist**

Employee \_\_\_\_\_  
 School \_\_\_\_\_ Evaluation Date \_\_\_\_\_

---



---

1 = Not Effective\*                      2 = Effective                      3 = Highly Effective  
 \*Comment Required

---



---

**•WORKPLACE SKILLS**

---



---

Observes work hours/attendance	1	2	3
Demonstrates knowledge of music theory, language, and history	1	2	3
Understands standard musical performance procedures and practices	1	2	3
Has knowledge of the work expectations and performs the duties of the job	1	2	3
Demonstrates basic techniques of choral and individual vocal singing	1	2	3
Plays piano at an advanced level and sight-reads musical scores accurately	1	2	3
Transposes and transcribes music and plays a wide range and variety of styles in music	1	2	3
Assists in the selection of music for special performances	1	2	3
Follows the conductor's tempo and dynamics	1	2	3
Assists instructors with reinforcing instruction to individuals or small groups	1	2	3
Rehearses and tutors students in the areas of proper musical and vocal techniques	1	2	3

**•INTERPERSONAL SKILLS**

---



---

Practices positive public and staff relations – works well with administration, coworkers school staff and students, as well as community members	1	2	3
Able to communicate effectively, verbally and in writing	1	2	3
Appropriate personal appearance and grooming	1	2	3
Is enthusiastic, positive and encouraging	1	2	3
Shows initiative	1	2	3
Is an effective team worker	1	2	3
Uses appropriate language and tone when speaking to others	1	2	3

**•ADAPTABILITY**

---



---

Is open to alternatives and suggestions – is flexible	1	2	3
Maintains composure in stressful situations	1	2	3
Demonstrates good judgment/makes reasonable decisions	1	2	3

---

---

**PROFESSIONAL RESPONSIBILITIES**

---

---

Keeps informed and adheres to policies and regulations applicable to the position	1	2	3
Willingly shares ideas and expertise with colleagues	1	2	3
Handles confidential/sensitive information appropriately	1	2	3
Performs other job related duties as assigned by the Principal	1	2	3
Promptly and effectively responds to concerns and complaints	1	2	3
Supports school and district goals and policies	1	2	3

---

---

**OVERALL ANNUAL RATING (Summative)****1 2 3**

(While the summative rating is based on an overall summary of all standards, a rating of 1 in any standard could result in an employee being placed on probation for improvement. If satisfactory improvement is not made within the specified time period, non-renewal or termination could result)

---

---

Self Improvement Goal for Next Year \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

\*Evaluator Comments: (Required for #1 ratings)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

This evaluation represents my best judgment of the employee's performance. I hereby recommend:

\_\_\_\_ Employee be retained as a Provisional Employee (Policy GDA)  
\_\_\_\_ Employee be retained as a Career Employee (Policy GDA)  
\_\_\_\_ Employee be retained as an At-Will or Temporary Employee (Policy GDA)  
\_\_\_\_ Employee be put on probation  
\_\_\_\_ Employee be terminated or non-renewed

---

---

Signature of Principal/Supervisor/Designee \_\_\_\_\_ Date \_\_\_\_\_

---

---

This evaluation has been discussed with me and I have received a copy.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_  
(Employee's signature does not necessarily imply agreement or approval of the evaluation results)

---

---

**Employee Comment:** (Please indicate what you feel your supervisor can do to help you improve in your job performance – use another sheet if necessary)

