



Amphitheater Public Schools Registrar Evaluation System

NAME: _____

POSITION: _____

SCHOOL/LOCATION: _____

REVIEW DATE: _____

TYPE OF EVALUATION: PROBATIONARY 2 Month ☐ 4 Month ☐ ANNUAL ☐ SPECIAL ☐
(by May 15th)

SCALE

4 : Exceeds expectations, full understanding and demonstration of job scope, demonstrates leadership, role/job model

3 : Meets all job expectations, clearly understands job scope, minimal supervision needed

2 : Knows job expectations, but lacks consistency, room for improvement, reminders needed

1 : Minimal standards met, lacks job knowledge, constant reminders

0 : Action is required, unacceptable performance, no action despite reminders

		Rating	Rating	Rating	Rating	Rating	N/A	Total
		0	1	2	3	4		
Customer Service	<ul style="list-style-type: none"> Greets perspective students and parents appropriately 							
	<ul style="list-style-type: none"> Effectively explains registration process and requirements 							
	<ul style="list-style-type: none"> Effectively communicates school procedures, programs, policies, schedules, etc. to prospective families 							
	<ul style="list-style-type: none"> Demonstrates positive phone etiquette 							
	<ul style="list-style-type: none"> Follows through on questions from prospective families 							
Registration Process	<ul style="list-style-type: none"> Accepts and checks registration information thoroughly 							
	<ul style="list-style-type: none"> Adheres to district policies for registration relative to: <ul style="list-style-type: none"> proof of residency age requirements immunizations open enrollment 							
	<ul style="list-style-type: none"> Accurately enters student data into the student information system in a timely manner 							

		Rating	Rating	Rating	Rating	Rating	N/A	Total
		0	1	2	3	4		
Enrollment Process	<ul style="list-style-type: none"> (HS) Requests and reviews official transcripts to assist in determining schedule/placement 							
	<ul style="list-style-type: none"> (MS) Review report cards and/or other school records to assist in determining schedule/placement 							
	<ul style="list-style-type: none"> (ES) Schedule students into class(es) based on appropriate grade level 							
	<ul style="list-style-type: none"> Asks/checks for involvement in special programs 							
	<ul style="list-style-type: none"> Withdraws students according to state law guidelines 							
Job Knowledge & Skills	<ul style="list-style-type: none"> Demonstrates communication skills <ul style="list-style-type: none"> orally in writing 							
	<ul style="list-style-type: none"> Knows and uses computer programs <ul style="list-style-type: none"> EXCEL Word Outlook Tyler SIS Web searches 							
	<ul style="list-style-type: none"> Produces accurate reports, (e.g., ADHOC) 							
	<ul style="list-style-type: none"> Maintains student cumulative records <ul style="list-style-type: none"> files accurately obtains/requests records from previous schools sends records to requesting schools in a timely manner 							
	<ul style="list-style-type: none"> Accuracy of work 							
	<ul style="list-style-type: none"> Neatness of work 							
	<ul style="list-style-type: none"> Thoroughness of work 							
Professionalism	<ul style="list-style-type: none"> Dependability 							
	<ul style="list-style-type: none"> Punctuality and attendance 							
	<ul style="list-style-type: none"> Carries out instructions from supervisor 							
	<ul style="list-style-type: none"> Complies with rules and regulations (including safety rules) 							

		Rating	Rating	Rating	Rating	Rating	N/A	Total
		0	1	2	3	4		
	• Performs routine tasks							
	• Extent to which work schedules are met							
	• Maintains confidentiality							
	• Maintains positive professional relationships with colleagues							
	• Exhibits tact							
	• Demonstrates initiative							
	• Adaptability to emergencies and new situations							
Other Duties	• Maintains academic history (HS)							
	• Assists in processing of report cards							
	• Makes grade changes upon approval (MS & HS)							
Overall Evaluation Rating								

If applicable, (during 4 month probationary period), please indicate:

_____ I recommend that this probationary employee be retained ☐ / dismissed ☐

Recommendations for improvement/evaluator's comments:

Employee's Comments:

Supervisor Date

Employee Date

Department Head Date

Administrative Head Date