

 LETHBRIDGE SCHOOL DIVISION

 402.11.2.27 Journeyman Carpenter Evaluation Form

# Section One Introduction

 Name

 Location

 Start Date for Current Position

 Evaluator (Principal/Vice Principal)

 Date

*Reason for evaluation:*

[ ]  Evaluation process for employees new to the Division (indicate period below).

 [ ]  6 Month Evaluation [ ]  10 Month Evaluation

[ ]  Employee request.

[ ]  Employee has not developed and implemented a Growth Plan.

[ ]  Employee may not be meeting the Support Staff Quality Standards.

# Section Two Support Staff Quality Standards

**In accordance with the expectations of the Journeyman Carpenter position, the employee will be evaluated within the following areas:**

* All areas should be marked as meeting (M) the standard or not meeting (N/M) the standard. For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
* All marked deficiencies must be accompanied by supporting documentation.

**1. KEY RESPONSIBILITIES AND POSITION REQUIREMENTS**

The employee is responsible for providing assistance and support to student(s) with identified special needs affecting the student’s ability to participate effectively in the school environment.

M N/M

[ ]  [ ]  Good organizational skills.

[ ]  [ ]  Self-motivated.

[ ]  [ ]  Possesses considerable knowledge of the standard practices, methods, and materials of the trade.

[ ]  [ ]  Possesses considerable knowledge of the safety rules, regulations, and practices which govern the work performed.

[ ]  [ ]  Carries out directions and duties as assigned.

COMMENTS:

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**2. PERSONAL/PROFESSIONAL QUALITIES**

M N/M

[ ]  [ ]  Interpersonal relationships (Maintenance staff, teachers, students, public; includes dealing with conflict).

[ ]  [ ]  Team player (with the maintenance team, the school, the community, and the Division).

[ ]  [ ]  Demonstrates the ability to communicate effectively and appropriately.

[ ]  [ ]  Ability to resolve conflict effectively. (Reference: [Employee Code of Conduct Appendix A 400.1](https://www.lethsd.ab.ca/download/187241))

[ ]  [ ]  Use of time (include attendance, punctuality, setting of priorities, keeping to schedules).

[ ]  [ ]  Initiative (self-directed, takes charge of assigned tasks, requires minimum supervision.

[ ]  [ ]  Maintains appropriate personal hygiene and appearance.

[ ]  [ ]  Promotes an atmosphere of mutual respect and appreciation for individual

 differences, all staff, students, families, and community members, regardless of race,

 culture, gender, faith, nation, or spoken language, within the school division.

[ ]  [ ]  Promotes a welcoming, caring, respectful, and safe work environment.

COMMENTS:

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**3. POSITION REQUIREMENTS**

M N/M

[ ]  [ ]  Possesses a valid Class 5 Alberta Driver’s license.

[ ]  [ ]  Able to use a wide variety of hand tools and equipment in performing work assigned.

[ ]  [ ]  Able to maintain and repair tools and equipment.

[ ]  [ ]  Able to perform heavy manual labour in various weather conditions as required.

[ ]  [ ]  Possesses a journeyman carpenter trade certificate.

[ ]  [ ]  Prepares job materials and time estimates as required.

[ ]  [ ]  Able to requisition stock and/or purchase materials as required.

[ ]  [ ]  Possesses the skills required to perform the work assigned.

[ ]  [ ]  Assists other qualified journeyman and others in related trade work.

[ ]  [ ]  Consistently performs related duties as assigned by the Director of Facilities or designate.

[ ]  [ ]  Maintains records, job sheets, time tickets and other information pertaining to work performed and materials used.

[ ]  [ ]  Able to interpret and use blueprints, sketches, drawings, and specifications of work related to the trade.

[ ]  [ ]  Able to operate computer software related to Division communication programs (email, internet).

[ ]  [ ]  Able to perform skilled work in servicing, maintaining, fabricating, repairing and constructing a wide variety of equipment or buildings.

COMMENTS:

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**4. SUPERVISORY SKILLS**

M N/M

[ ]  [ ]  Assigns and directs the work of trades apprentices and others as required.

[ ]  [ ]  Promotes morale among the apprentices to develop pride in work and accomplishment.

[ ]  [ ]  Reports on merits and concerns related to apprentice staff performance when required.

[ ]  [ ]  Trains and demonstrates to apprentice staff the proper use of equipment and supplies.

[ ]  [ ]  Able to secure facilities as required.

COMMENTS:

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**5. PREVENTATIVE MAINTENANCE**

M N/M

[ ]  [ ]  Estimates and requisitions materials and equipment as required.

[ ]  [ ]  Coordinates equipment maintenance and repair programs.

[ ]  [ ]  Assists in the set up of Preventative Maintenance assignments for equipment and repair programs for various facilities.

COMMENTS:

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**6. COMMUNICATION**

M N/M

[ ]  [ ]  Excellent communication skills both in written and oral format.

[ ]  [ ]  Proven public relations skills and demonstrated ability in promoting and

 maintaining effective working relations with public, students, co-workers, school staff, administration, and Division officials.

# **7. TIME MANAGEMENT**

[ ]  Attendance report attached.

M N/M

[ ]  [ ]  Attends regularly.

[ ]  [ ]  Is on time, ready to work at the assigned time.

[ ]  [ ]  Sets priorities in collaboration with administration.

[ ]  [ ]  Uses time effectively.

[ ]  [ ]  Follows assigned schedule.

COMMENTS:

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# **8. DECISION**

 [ ]  Completes probationary process.

 [ ]  Improvement plan implemented; employee proceeds to 10-month evaluation.

 [ ]  Employee returns to Growth Plan process.

 [ ]  Employee must submit a Growth Plan within one month.

**9. EVALUATOR’S COMMENTS**

COMMENTS:

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# **10. EMPLOYEE’S COMMENTS**

COMMENTS:

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***As Director, I have read and approve this evaluation.***

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 Director Date

After this evaluation has been signed by the Director of Facilities, the following signatures are necessary upon review:

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 Coordinator (if applicable) Date

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 Employee’s Signature Date

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 Reviewed by Human Resources Date

* Copy to Employee
* Copy to Director or Supervisor
* Original copy goes to Human Resources for employee’s file