



TLS Coordinator Performance Review

Employee _____ Supervisor _____

Completed by _____ Date _____

Using the scoring scale & descriptors below, this form will be completed individually by both employee and supervisor, after which a performance conference between them will occur and a summary evaluation will be written by supervisor, signed by both employee and supervisor, and placed in the employee's personnel file.

N/A -- Unrated -- Used for employees who have been in their positions less than three months and have not established themselves in a clear performance category at appraisal time or is not applicable to position

1 -- Impressive -- Exceeds position description responsibility

2 -- Effective -- Meets position description responsibility

3 -- Limited -- Performance does not meet expected levels. May need to improve performance in certain areas of assignment. Provide explanation of rating and examples for improvement

4 -- Inadequate -- Performance consistently does not meet expected levels. Specific performance improvement plans must be established and successfully completed immediately. Provide explanation of rating and examples for improvement

____ Devote time & energy during normal business hours to the business & affairs of the School Ministry Team, exhibiting best efforts, skills, & abilities to promote its interest
Comments: _____

____ Meet deadline, handle multiple tasks, and generate accurate & quality work
Comments: _____

____ Perform routine duties & special projects assigned by School Administrator and assist school staff, as needed
Comments: _____

____ Maintain confidentiality & sensitivity of the needs & concerns of those who seek the ministry of the school and/or church
Comments: _____

____ Perform receptionist duties of receiving and directing visitors
Comments: _____

____ Perform inventory control of receiving new items for school
Comments: _____

____ Oversee teachers' inventories at end of school year
Comments: _____

____ Oversee all aspects of the enrollment process
Comments: _____

____ Maintain & submit records required by the Lutheran Church—MO Synod and State of MO

Comments: _____

____ Maintain all aspects of tuition recordkeeping & bookkeeping and coordinate transfer of tuition to Timothy's Financial Coordinator

Comments: _____

____ Coordinate & oversee school volunteers

Comments: _____

____ Perform secretarial correspondence (incoming & outgoing), such as phone calls, emails, text messages, sorting mail, printing copies, etc.

Comments: _____

____ Assist School Administrator with correspondence, phone calls, mailings, as needed

Comments: _____re