

SUFFOLK PUBLIC SCHOOLS

SCHOOL BOARD CLERK PERFORMANCE EVALUATION FORM

School Board Clerk: **TARSHIA L. GARDNER**

July 2025

Please rate the performance of the Clerk of the School Board by scoring each item. Please make comments for ratings of Exceeds Expectations, Meets Expectations, Requires Improvement, Does Not Meet Expectations or Cannot Evaluate.

RATING SCALE:

- 4 Performance Exceeds Expectations
- 3 Performance Meets Expectations
- 2 Performance Requires Improvement
- 1 Performance Does Not Meet Expectations
- 0 Cannot Evaluate **score will not be included in calculations**

Performance Area I: Job Specific Knowledge and Skills						
	Performance Exceeds Expectations 4	Performance Meets Expectations 3	Performance Needs Improvement 2	Performance Does Not Meet Expectations 1	Cannot Evaluate 0	Comments
Coordinates agendas for School Board meetings; assembles and posts Board agendas for each meeting						
Attends School Board meetings, work sessions, closed sessions, and public hearings; records minutes of School Board meetings and maintains records as prescribed by the Code of Virginia						
Prepares correspondence and reports for School Board members						
Arranges for registration, accommodations and associated travel for Board members to state and national conferences						
Processes travel reimbursement for School Board members as may be submitted						
Processes payment from School Board funds for required expenses (i.e., organization dues, supplies, travel, etc.)						
Performs other responsibilities assigned or requested by the School Board						

Performance Area II: Professional Skills						
	Performance Exceeds Expectations 4	Performance Meets Expectations 3	Performance Needs Improvement 2	Performance Does Not Meet Expectations 1	Cannot Evaluate 0	Comments
A. Demonstrates loyalty, dependability, and requires minimal supervision						
B. Demonstrates initiative and good judgment						
C. Responds appropriately to changes/emergency situations						
D. Maintains professional standards and demonstrates creativity and resourcefulness						
E. Participates in workshops and in-services and applies knowledge and skills to job responsibility						
F. Uses correct grammar in oral and written communication						
H. Follows established School Board policies and procedures						

Performance Area III: Human Relations and Communication Skills						
	Performance Exceeds Expectations 4	Performance Meets Expectations 3	Performance Needs Improvement 2	Performance Does Not Meet Expectations 1	Cannot Evaluate 0	Comments
A. Maintains a cordial and effective relationship with School Board members						
B. Recognizes and is responsive to the individual needs of School Board members						
C. Applies technical skills to oral and written communication to effectively convey complex data and information						
D. Provides accurate information to the community concerning School Board matters; responds appropriately to requests for information						
E. Demonstrates courteous and professional customer service procedures						
G. Maintains an atmosphere of cooperation and open communication						

Performance Evaluation Comments:

Objectives for Improving Performance:

Composite Performance Rating:

Does Not Meet

Needs Improvement

Meets

Exceeds

Evaluator's Signature: _____

Date: _____