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# Secretary/Administrative Assistant Evaluation

Name:			School	Year:
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<ul> <li>Accurately performs assigned responsibilities and tasks, in order to maintain an efficient and orderly office.</li> </ul>	Unsatisfactory	☐ Needs Improv	ement 🔲 Profici	ient 🔲 Superior
<ul> <li>Accurately and efficiently performs schedule and staff tasks and requests</li> </ul>	Unsatisfactory	☐ Needs Improve	ement Profic	ient 🔲 Superior
<ul> <li>Accurately and efficiently manages student data tasks</li> </ul>	☐ Unsatisfactory	☐ Needs Improv	ement 🔲 Profici	ient 🗆 Superior
<ul> <li>Accurately manages fiscal responsibilities, as appropriate</li> </ul>	☐ Unsatisfactory	☐ Needs Improve	ement Profic	ient 🔲 Superior
<ul> <li>Provides secretarial support to administration, as directed and needed</li> </ul>	☐ Unsatisfactory	☐ Needs Improve	ement Profici	ient Superior
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# Office Assistant Evaluation Performance Guide

Katrin Zwirglmaier

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