

Mid-Valley Special Education Cooperative

Secretary/Administrative Assistant Evaluation

| | | |
|-------------|---------------------------------------|--|
| Name: | School Year: | |
| Assignment: | Length of Time in Current Assignment: | |
| Location: | Date of Last Evaluation: | |

| General Performance Expectations | Rating | | | |
|--|---|--|-------------------------------------|-----------------------------------|
| <ul style="list-style-type: none"> • Accurately performs assigned responsibilities and tasks, in order to maintain an efficient and orderly office. | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| <ul style="list-style-type: none"> • Accurately and efficiently performs schedule and staff tasks and requests. | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| <ul style="list-style-type: none"> • Accurately and efficiently manages student data tasks. | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| <ul style="list-style-type: none"> • Accurately manages fiscal responsibilities, as appropriate. | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| <ul style="list-style-type: none"> • Provides secretarial support to administration, as directed and needed. | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| Comments: | | | | |

| Interpersonal Relationships | Rating | | | |
|---|---|--|-------------------------------------|-----------------------------------|
| <ul style="list-style-type: none"> • Demonstrates an understanding of the structure, operation and function of the member districts, buildings and various programs and special services of MVSEC. | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| <ul style="list-style-type: none"> • Communicates in a timely and effective manner with staff members, other departments, districts and service agencies, with both oral and written communication. | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| <ul style="list-style-type: none"> • Maintains a calm demeanor and a cooperative, appropriate and positive working relationships with Mid-Valley staff, administrators, school district staff, parents and community agencies. | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| <ul style="list-style-type: none"> • Demonstrates good skills. | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |

Office Assistant Evaluation Performance Guide

Julia Schneider



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