

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

LP Steffe



Office Assistant Evaluation Performance Guide:

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Technical Information Indexes United States. Naval Air Systems Command, 1974 **Research and development projects** United States. Employment and Training Administration, 1976 Resources in Vocational Education , 1978 *Organization and Functions Manual* United States. Environmental Protection Agency. Management and Organization Division, 1985 **Resources in Education** , 1992 Personnel Literature United States. Office of Personnel Management. Library, United States Civil Service Commission. Library, 1977 Employee Compensation Guidelines for Transit Providers in Rural and Small Urban Areas KFH Group, Transit Cooperative Research Program, 2008 TRB s Transit Cooperative Research Program TCRP Report 127 Employee Compensation Guidelines for Transit Providers in Rural and Small Urban Areas explores salary and benefit characteristics of transit systems in rural and small urban areas An interactive computer tool produced as part of this project is available online and is designed to allow transit managers to quickly and easily obtain compensation and benefit data from comparable transit systems **Employee Office Manual** , 1995 Federal Register , 2012-06

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 - Chapter 4: Office Assistant Evaluation Performance Guide in Specific Contexts
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