

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

JS Bruner



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