

*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			
• 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
• 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
• Accurately and efficiently manages student data tasks.	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Proficient	<input type="checkbox"/> Superior
• Accurately manages fiscal responsibilities, as appropriate.	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Proficient	<input type="checkbox"/> Superior
• 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			
• 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
• 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
• 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
• 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

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