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Secretary/Administrative Assistant Evaluation

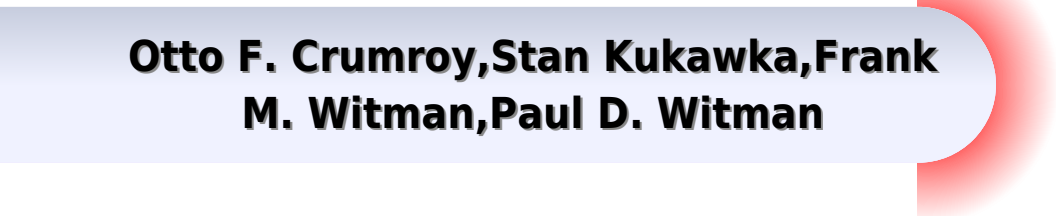
Name:	School Year:	
Assignment:	Length of Time in Current Assignment:	
Location:	Date of Last Evaluation:	

General Performance Expectations	Rating			
Accurately performs assigned responsibilities and tasks, in order to maintain an efficient and orderly office.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
Accurately and efficiently performs schedule and staff tasks and requests.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
Accurately and efficiently manages student data tasks.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
Accurately manages fiscal responsibilities, as appropriate.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
Provides secretarial support to administration, as directed and needed.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ 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.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
Communicates in a timely and effective manner with staff members, other departments, districts and service agencies, with both oral and written communication.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ 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.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
Demonstrates good skills.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior

Office Assistant Evaluation Performance Guide

**Otto F. Crumroy, Stan Kukawka, Frank
M. Witman, Paul D. Witman**



Office Assistant Evaluation Performance Guide:

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Witman, 2023-09-19 A field tested guide to the management and finance of church congregations revised for a new generation Clergy are generally equipped to preach and provide spiritual care But when it comes to budgets insurance fire safety and church management many find themselves at a loss The Church Administration and Finance Manual is the classic guide to running a church written to answer key questions for clergy and lay leaders Not simply a theoretical resource the Manual provides suggestions for almost every aspect of parish administration position descriptions financial forms materials for stewardship and Christian education building use and safety issues employee record keeping and much more This revised edition offers guidance on many new topics that are of vital importance to churches including protecting children information security approaches to preventing and responding to violence planned giving social media and hybrid work and worship Whether clergy are just out of seminary or well seasoned in parish life the Manual is full of excellent guidelines tools and forms for improving the management of the parish

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