

Secretaries Performance Evaluation

Type of Review:

- Annual performance
- Probationary period performance
- Need for Improvement

Performance Ratings:

Select the rating which best describes the secretary's level of performance in each standard area and sub-area

- Exemplary (E)
This rating describes a level of performance which consistently and significantly exceeds acceptable standards of performance. The rating of exemplary indicates the individual's performance exceeds proficient and could serve as a model of practice for others to follow.
- Proficient (P)
This rating describes a level of performance which fully and consistently meets the acceptable standards of performance. Proficient practice is understood to be fully satisfactory.
- Developing (D)
This rating describes a level of performance which does not fully and/or consistently meet the acceptable standards of performance. Developing practice is below that required for proficiency but is not considered unsatisfactory at this time. Continued improvement is necessary and expected.
- Unsatisfactory (U)
This rating describes an unacceptable level of performance. Significant improvement is necessary and expected.

Standard Areas and Descriptions:

Standard Area I

A. Adherence to Proper Procedures

Evaluate the degree to which an employee follows policies and procedures regarding safety, security, other regulations and adheres to school policies and procedures

B. Attendance and Punctuality

Evaluate the degree to which an employee is punctual, observes prescribed work break/meal periods, and has an acceptable overall attendance record

C. Data Entry and Reporting

Evaluate the employee is able to maintain up-to-date and accurate information and report it in a timely, user-friendly manner.

D. Performance Traits

Evaluate the employee with regard to accuracy, attention to detail, organizational skills, originality, and the promptness with which work is completed.

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Standard Area II

A. Initiative and Mindset

Evaluate the degree to which an employee proposes ideas, finds new and better ways of doing things, seeks out and assumes additional duties when necessary, learns from mistakes, and demonstrates effective effort.

B. Independence

Evaluate the degree to which an employee performs work with little or no supervision.

C. Knowledge

Evaluate the degree to which an employee possess' the practical/technical knowledge required in the position.

D. Reliability

Evaluate an employee is attentive, follows instructions, and meets deadlines.

Standard Area III

A. Communication Skills

Evaluate the employee's ability to use language effectively, ability to express ideas clearly, and to explain concepts to others.

B. Interpersonal Skills

Evaluate the employee's welcomeness, cooperativeness, decision-making skills, and ability to handle confrontations.

C. Teamwork

Evaluate the employee's ability and willingness to work for and with others

D. Confidentiality

Evaluate the employee to consistently and fully maintain confidentiality.

Evaluation Process

Each secretary would receive a rating score in each sub area, an overall rating in each area and a final summary rating from their evaluator.

Any performance area rated as unsatisfactory shall result in the development of a Performance Improvement Plan. The area(s) rated as unsatisfactory shall be assessed after a three (3) month period. Failure to improve within this three (3) month period shall result in continued implementation of the improvement plan for an additional two (2) month period. Failure to improve upon completion of the second period of time may be considered just cause for termination.

Any performance area rated as developing in consecutive evaluations shall result in the development of a Performance Improvement Plan. The area(s) rated as developing shall be assessed after a three (3) month period. Failure to improve within this three (3) month period shall result in continued implementation of the improvement plan for an additional two (2)

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month period. Failure to improve upon completion of the second period of time may be considered just cause for termination

The evaluator may recommend that the secretary attend workshops, conferences, or courses to better perform their duties. In such cases, subject to the approval of the Superintendent, the secretary shall attend the workshop, conference, or course.