



*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"> <li>Accurately performs assigned responsibilities and tasks, in order to maintain an efficient and orderly office.</li> </ul>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> <li>Accurately and efficiently performs schedule and staff tasks and requests</li> </ul>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> <li>Accurately and efficiently manages student data tasks</li> </ul>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> <li>Accurately manages fiscal responsibilities, as appropriate</li> </ul>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> <li>Provides secretarial support to administration, as directed and needed</li> </ul>	<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"> <li>Demonstrates an understanding of the structure, operation and function of the member districts, buildings and various programs and special services of MVSEC.</li> </ul>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> <li>Communicates in a timely and effective manner with staff members, other departments, districts and service agencies, with both oral and written communication.</li> </ul>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> <li>Maintains a calm demeanor and a cooperative, appropriate and positive working relationships with Mid-Valley staff, administrators, school district staff, parents and community agencies</li> </ul>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior
<ul style="list-style-type: none"> <li>Demonstrates good skills.</li> </ul>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Proficient <input type="checkbox"/> Superior

<b>Comments:</b>	
------------------	--

Other Professional Responsibilities	Rating
<ul style="list-style-type: none"> <li>• Maintains a high level of ethical, behavior and confidentiality regarding all job-related matters</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>• Demonstrates knowledge of technology appropriate to assignment</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>• Demonstrates ability to maintain favorable public relations.</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>• Contributes to a positive working relationship with administration or assigned administrator, students, staff and parents.</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>• Demonstrates problem-solving skills, organizational skills, patience, creativity, flexibility and receptivity to change.</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>• Participates in relevant educational workshops and meetings as reasonably requested.</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<ul style="list-style-type: none"> <li>• Performs other duties as assigned.</li> </ul>	<input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Needs Improvement</b> <input type="checkbox"/> <b>Proficient</b> <input type="checkbox"/> <b>Superior</b>
<b>Comments:</b>	
<b>Does employee's attendance pattern affect performance?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please comment:

Definition of Domain Ratings  
**Unsatisfactory** – Performance is poor and/or behavior is clearly below acceptable levels.  
**Needs Improvement** – Performance and/or behavior is at a minimal competency level and in need of improvement.  
**Proficient** – Performance and behavior is competent, dependable and acceptable.  
**Superior** – Performance and behavior is clearly and consistently exemplary.

**Recommendation to Rehire**

This employee is recommended for re-employment.  
 This employee is not recommended for re-employment.

\_\_\_\_\_  
*Signature of Employee\**

\_\_\_\_\_  
*Signature of Direct Supervisor*

\_\_\_\_\_  
*Date*

\* Indicates that content has been seen and discussed

Copies of this form to:  
 Employee                       Direct Supervisor                       Personnel file