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.	☐ 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

Comments:	

Other Professional Responsibilities	Rating			
• Maintains a high level of ethical, behavior and confidentiality regarding all job-related matters	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
• Demonstrates knowledge of technology appropriate to assignment	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
• Demonstrates ability to maintain favorable public relations.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
• Contributes to a positive working relationship with administration or assigned administrator, students, staff and parents.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
• Demonstrates problem-solving skills, organizational skills, patience, creativity, flexibility and receptivity to change.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
• Participates in relevant educational workshops and meetings as reasonably requested.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
• Performs other duties as assigned.	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Superior
Comments:				
Does employee's attendance pattern affect performance?	☐ Yes ☐ 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*