

SECRETARY FEEDBACK FORM

Name:

Evaluator:

Position:

Building:

Date:

Conference Date:

The following feedback is directly related to the job description of the Secretary position.

KEY TO EVALUATION

- 1 Exceeds Expectations
- 2 Meets Expectations
- 3 Improvement Needed
- 4 Unsatisfactory
- 5 Not Observed/Not applicable

Performs general secretarial duties for the building staff and administrator(s)

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Consults and collaborates with all school staff

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Operates district computer software to maintain and update accurate records and data entry

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Oversee staff/student absences in WillSub and coordinate coverage and/or secure substitute staff for all absences

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Maintain building budgets and supplies including ordering and distribution

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Maintains appropriate documentation, records, reports, etc. with confidentiality

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Actively participates in building/district professional development when necessary

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Assists with monitoring students and student activity

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Communicate effectively with students, staff and parents

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Other duties as assigned

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GENERAL JOB PERFORMANCE

Productivity:

Evaluate amount of work generated and completed successfully as compared to amount of work expected for this job or position. (Establish logical priorities).

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Quality:

Correctness, completeness, accuracy, economy of work-overall quality:

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Use of Time

Uses available time wisely~accomplishes required work on or ahead of schedule:

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Dependable

Is dependable and assumes responsibility in carrying out assignments:

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Work Habit

Good attendance; very punctual to work:

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Planning

Sets realistic objectives, anticipates and prepares for future requirements, establishes logical priorities:

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Summary:

Please include strong points, areas for growth and improvement, and any additional comments.

Employee Signature:

Date:

Evaluator Signature:

Date: