

**Classified Employee Self-Evaluation
and Supervisor Evaluation**

	Building Secretary	
--	---------------------------	--

Employee	Position Title	Date
0. Not Applicable or Observed	3. Expected Performance	E=Employee
1. Unsatisfactory Performance	4. Exceeds Expected Performance	S=Supervisor
2. Average Performance		

E	S	<u>I. Personal Qualities</u>
		Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
		Communicates & works cooperatively with other members of the staff & public.
		Is neat in appearance and dresses appropriately for the position.
		Maintains confidentiality and honesty in performing assigned tasks.
		Functions in a positive attitude where there is pressure, frequent interruptions, & in an atmosphere which may be stressful.

Category Evaluation

	Employee	Supervisor
--	----------	------------

E	S	<u>II. General</u>
		Gives school information to the public
		Answers routine correspondence
		Oversees student attendance records, makes reports to the district office
		Maintains other student records, prepares reports
		Serves as student registrar
		Keeps time records of employees, makes reports to the district office
		Types from a variety of materials

		Telephones & confers with parents
		Records facility use
		Administers first aid to pupils
		Records school supplies, inventories, orders, receives, distributes
		Assists in preparation of budget requests
		Is familiar with & applies school laws, board policy, district procedures
		Supervises the accounting for all monies and/or other funds
		Is responsible for securing substitute teachers as needed.
		As requested, is responsible for such things as report cards, scheduling, data, entry, parent/teacher conference organization & the taking and preparing of minutes to staff meetings.
		Ability to build good, positive working relationships with other office personnel.
		Cross-trains.
		Follows District policy/handbook
		Uses the computer for a daily check.
		Enters data for all required reports in an accurate & timely manner.
		Other duties as assigned

Category Evaluation

	Employee	Supervisor
--	----------	------------

E	S	III. Timeliness
		Turns in time sheet as required
		Keeps time sheet current.
		Meets deadlines
		Attends meetings as required
		Arrives on time, works scheduled hours

		Manages time properly.
		Notifies the principal in event of illness
		Informs the principal of problems that need attention

Category Evaluation

	Employee		Supervisor
--	----------	--	------------

1. I feel I have shown development and growth in my position because: (list classes taken, work- shops attended, independent study, etc.)

2. Commendations or areas during the last year for which I would like to be recognized are:

3. List areas of participation and/or accomplishment outside the position responsibilities that are job related: (i.e. site councils, committees, task forces, clubs, activities, coaching, etc.) Do not include community or civic activities outside of your job description.

Overall Evaluation

	Employee		Supervisor
--	----------	--	------------

Evaluator's Recommendation for:

- Continued Employment
 Plan of Assistance
 Termination

Comments:

Evaluator's Signature

Date

I have read this appraisal of my performance and discussed it with the evaluator.

Employee's Signature

Date

Statement by employee attached. Yes No