

SCHOOL DISTRICT OF GADSDEN COUNTY

EXECUTIVE SECRETARY II

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Perform office routines and practices associated with a busy, productive and smoothly-run office.
2. Perform clerical duties required by activities and functions of the department, including preparing and sending correspondence, receiving and routing incoming / outgoing mail, setting up and maintaining files, preparing, processing and submitting required agenda items, reports, forms, grants, records, workshop preparation and other assigned projects.
3. Make travel arrangements and prepare itineraries.
4. Perform financial duties required by the activities and functions of the program / project.
5. Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes.
6. Develop materials for use for presentations, conferences and workshops.
7. Compile background data and information on issues and / or topics as requested.
8. Maintain calendar for scheduling appointments, deadlines, arrangements for meetings, travel and department responsibilities as directed by Supervisor.
9. Establish procedure files and answer questions as appropriate.
10. Prepare department materials for School Board meetings.
11. Provide miscellaneous clerical services for various Boards and committees on which the Supervisor serves.
12. Maintain accounting procedures related to special programs including cost accounting, vendor, expenditures, vouchers, and checks.
13. Provide technical assistance to schools and other departments.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

EXECUTIVE SECRETARY II (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 14. Maintain a courteous and professional manner.
- 15. Maintain positive effective working relationships with school districts, school personnel and co-workers.
- 16. Maintain confidentiality.
- 17. Use positive and effective interpersonal communication skills.
- 18. Report to work regularly and on time.
- 19. Keep Supervisor informed in a timely manner.
- 20. Participate in training to update and increase skills.
- 21. Complete assignments with little or no supervision.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. SYSTEM SUPPORT

Category Definitions

- 22. Organize office to obtain maximum efficient operation.
- 23. Submit accurate reports in a timely manner and maintain all appropriate records.
- 24. Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- 25. Interact positively with multi-Districts and / or multi-agencies.
- 26. Assist in training and supervising any clerical personnel as directed by Supervisor.
- 27. Demonstrate organizational skills by performing many tasks simultaneously.
- 28. Demonstrate support for department and District goals and priorities.
- 29. Serve on strategy teams, task forces and committees.
- 30. Serve as liaison to Department of Education on matters related to assigned responsibilities.
- 31. Assist other departments by providing secretarial / bookkeeper services as part of collaborative effort when needed.
- 32. Perform other duties as assigned.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

EXECUTIVE SECRETARY II (Continued)

4. WORKSITE SERVICE STANDARDS

Control Dimension

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

5. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
 The accurate and timely filing of all school reports.
 The completion of required professional development services.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
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Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

EXECUTIVE SECRETARY II (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ Needs Improvement _____ Effective _____ Very Effective _____ Outstanding _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee **Date**

Comments of the Evaluator:

Signature of Evaluator **Date**