

## SCHOOL DISTRICT OF GADSDEN COUNTY

### ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT AND SCHOOL BOARD

#### PERFORMANCE APPRAISAL

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

#### 1. SERVICE DELIVERY

##### Category Definitions

1. Collect requests for placement on the School Board agenda.
2. Prepare and disseminate agendas for School Board meetings.
3. Attend all School Board meetings and assist the Superintendent as Secretary to the School Board in maintaining minutes and other records.
4. Work closely with the Attorney to prepare materials for litigation and maintain legal files.
5. Serve as the Superintendent's designee as custodian of School Board records.
6. Record and transcribe minutes of School Board meetings and other meetings for the Superintendent.
7. Maintain index of School Board minutes.
8. Prepare detailed correspondence initiated by Superintendent.

##### Source Code (circle choices)

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

##### Rating Code (circle one)

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

**ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT  
AND SCHOOL BOARD (Continued)**

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

**Category Definitions**

- 9. Interact positively and effectively with school, public, and District personnel.
- 10. Maintain confidentiality of matters related to students and School District personnel as well as other sensitive information.
- 11. Demonstrate strong work ethics.
- 12. Demonstrate initiative in recognizing needs and take appropriate action.
- 13. Keep Superintendent informed about potential problems, unusual events, or possible opportunities.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**3. SYSTEM SUPPORT**

**Category Definitions**

- 14. Represent the Superintendent and/or Designee at meetings or events as requested by the Superintendent.
- 15. Serve as liaison between the Superintendent's office, the schools, and the public.
- 16. Demonstrate support for the District's goals and priorities.
- 17. Prepare required reports in a timely manner and maintain accurate and thorough records.
- 18. Assist the Director of Facilities with the coordination of the telephone systems for the District.
- 19. Perform other duties as assigned.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT  
AND SCHOOL BOARD (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, teammanship 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)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**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)

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

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT  
AND SCHOOL BOARD (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**