SCHOOL DISTRICT OF GADSDEN COUNTY

ADMINISTRATIVE ASSISTANT

PERFORMANCE APPRAISAL

Name _____ **Position** _____

School / Dept. _____ **School Year**_____

ADMINISTRATIVE ASSISTANT - GENERAL

1. SERVICE DELIVERY

Category Definitions
1. Handle Administrator's mail, including preparing drafts of responses to correspondence.
2. Maintain office files.
3. Prepare detailed correspondence initiated by the Administrator.
4. Carry out specialized tasks related to the assigned office.
5. Respond to requests from principals, District administrators, and the public in accordance with established procedures.

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

ADMINISTRATIVE ASSISTANT (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

6. Interact positively and effectively with school and District personnel and the public.
7. Maintain confidentiality of matters related to students and School District personnel as well as other sensitive information.
8. Demonstrate a strong work ethic.
9. Demonstrate initiative in recognizing needs and take appropriate action.
10. Keep informed about current laws, rules, policies, and procedures related to assigned duties.
11. Keep immediate supervisor informed about potential problems and unusual events.

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

3. SYSTEM SUPPORT

Category Definitions

12. Prepare or assist in the preparation of reports accurately, thoroughly, and in a timely manner.
13. Demonstrate support for District goals and priorities.
14. Assist in problem-solving as appropriate.
15. Perform other duties as assigned.

Source Code (circle choices)

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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

ADMINISTRATIVE ASSISTANT (Continued)

ADMINISTRATIVE ASSISTANT - SUPERINTENDENT

1. SERVICE DELIVERY

Category Definitions

1. Handle the Superintendent's mail, including preparing drafts of responses for signature and routing correspondence.
2. Maintain the office files.
3. Work closely with the attorney to prepare materials for litigation and maintain legal files.
4. Serve as the Superintendent's designee as custodian of School Board records.
5. Ensure that student accident claims are appropriately routed and maintain accident files.
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 the Superintendent.

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

ADMINISTRATIVE ASSISTANT (Continued)

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

9. Interact positively and effectively with school and District personnel and the public.
10. Maintain confidentiality of matters related to students and School District personnel as well as other sensitive information.
11. Demonstrate a strong work ethic.
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)

| 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

3. SYSTEM SUPPORT

Category Definitions

14. Represent the Superintendent and / or District 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. Perform other duties as assigned.

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)

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ADMINISTRATIVE ASSISTANT (Continued)

ADMINISTRATIVE ASSISTANT – PERSONNEL SERVICES

1. SERVICE DELIVERY

Category Definitions

1. Serve as Superintendent's designee as custodian of personnel records.
2. Maintain personnel records on all employees, including data entry to set up files.
3. Verify experience, employment, and salary as requested.
4. Maintain staff data records required for state reporting and local accountability.
5. Issue contracts and employment notifications to all employees after appointment by the School Board.
6. Initiate payroll process with placement on payroll at the time of hire for all personnel.
7. Provide general information pertaining to personnel matters upon request.
8. Audit salary payments made to each employee at the end of each year and post payments and experience to each personnel record.
9. Respond to all unemployment compensation claims, approve bills for payment, prepare for and represent the School Board at Unemployment Compensation hearings, as necessary.
10. Assume responsibility for documents to be placed in or removed from personnel files and for release of information from personnel files.
11. Determine placement on salary schedule based on experience, training, and education in accordance with established policies and procedures.
12. Handle departmental correspondence including confirmation of position, termination, leave, and retirement..

Source Code (circle choices)

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Rating Code (circle one)

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ADMINISTRATIVE ASSISTANT (Continued)

4. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

13. Maintain confidentiality and integrity.
14. Exercise diplomacy and tact in difficult situations.
15. Maintain professional demeanor consistently.
16. Communicate effectively with Florida Department of Education, other school districts, principals, and teachers.
17. Assist others in understanding and following processes, procedures, and requirements.
18. Keep informed about current laws, rules, and policies related to personnel matters.
19. Keep Director of Human Resources informed about potential problems, unusual events, or opportunities for improvement.

Source Code (circle choices)

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Rating Code (circle one)

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3. SYSTEM SUPPORT

Category Definitions

20. Serve on collective bargaining teams.
21. Prepare or assist in the preparation of reports accurately, thoroughly, and in a timely manner.
22. Demonstrate support for the District goals and priorities.
23. Facilitate problem solving related to personnel and certification issues.
24. Perform other duties as assigned.

Source Code (circle choices)

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ADMINISTRATIVE ASSISTANT (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.

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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.

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ADMINISTRATIVE ASSISTANT (Continued)

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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 _____
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_____
Signature of Evaluatee   **Date**

Comments of the Evaluator:

_____
_____
_____

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Signature of Evaluator   **Date**
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