

Haysville USD #261

Employee Performance Review

Attendance Secretary

EMPLOYEE INFORMATION

Employee Name

Location

Job Classification

Evaluator Name

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Ensure that student records are accurate and complete for the purpose of maintaining updated information.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Rectify errors so that records accurately reflect student attendance for the purpose of accuracy within each student's record.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Provide information to students, parents, faculty and staff regarding attendance policies and procedures for the purpose of ensuring that the public is aware of the school district policies.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Participate in the development of attendance policies and procedures to ensure that appropriate changes are enacted.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

5. Provide office and clerical support to the principal and staff to ensure that the office is operating efficiently.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

6. Greet visitors to the school and provide them with accurate information to ensure appropriate public relations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments: _____

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this performance evaluation.

Administrator's Signature

Date

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

Employee's Signature

Date