

Haysville USD #261
Employee Performance Review
Early Childhood 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. Maintain and update Crisis Plan Notebook and Staff Handbook for the purpose of keeping current for each school year.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Keep records and disseminate information regarding student fees and provide information to the District Business Department for the purpose of accountability for each school.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Maintain student cumulative records for the purpose of documenting student progress.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

4. Compose, read, file, record and route incoming mail and/or messages for the purpose of effective communication within the building.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Prepare outgoing mail, notices and bulletins for the purpose of maintaining communications within the community.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Assist with preparation of student handbook for the purpose of maintaining current information for the upcoming school year.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Provide office and clerical support to the Coordinator and staff to ensure the smooth operation in the Early Childhood Office.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

8. Greet visitors, ascertains nature of business, and directs visitors to appropriate location in order to provide appropriate public relations.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

9. Compile data and prepare statistical reports in order to provide accurate information for each school.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

10. Maintain payroll records of teachers' attendance and process time cards for educational support staff for the purpose of payroll continuity.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

11. Maintain school activity calendar to keep the community informed of ongoing activities.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

12. Maintain school inventory; manage requisitions; monitor supplies; issue requests for equipment maintenance to maintain accountability of supply usage within the school.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

13. 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:

14. 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