

**Haysville USD #261**  
**Employee Performance Review**  
**Elementary School 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

- Maintain and update Crisis Plan Notebook and Staff Handbook to keep current for each school year.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

- 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:**

- Maintain student cumulative records to monitor 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 school year.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

7. Provide office and clerical support to the principal and staff to ensure the smooth operation within the elementary 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 and processes facility use requests for the purpose of maintaining accountability of building use.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

12. Maintain school inventory; manage requisitions; monitor supplies; issue requests for equipment maintenance for the purpose of maintaining 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