

Haysville USD #261
Employee Performance Review
High School Athletics 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. Provide office and clerical support to ensure the smooth operations of the athletics department.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. React to change and frequent interruptions in a productive and positive manner; meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Schedule appointments, make travel arrangements, and assemble material for meetings for the purpose of ensuring that activities run smoothly.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Ensure all activities conform to district guidelines for the purpose of continuity within the district.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Communicate effectively and work cooperatively with school district staff and community members to ensure a effective work environment.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Prepare rosters and programs for sports and other activities, and submit to other schools as needed for the purpose of informing participates and patrons of upcoming events.

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