

Haysville USD #261
Employee Performance Review
LEARNING SERVICES DEPARTMENT 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 the Assistant Superintendent for Learning Services to ensure the smooth operations of the Learning Services Department.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Coordinate and direct efficient operation of incoming calls and take detailed messages in order to provide appropriate public relations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Be knowledgeable regarding district rules, regulations and policies in the area of Learning Services for the purpose of ensuring that the correct information is being communicated to the public.

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

Comments:

4. Gather information to compile reports for Learning Services for the purpose of ensuring that information is accurate and timely.

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

Comments:

5. Attend meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

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

Comments:

6. 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:

7. 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