

**SECRETARY, CURRICULUM  
Summative Appraisal Form**

Name \_\_\_\_\_

Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- |          |                              |  |
|----------|------------------------------|--|
| <b>5</b> | <b>Clearly Outstanding:</b>  | Performance is consistently far superior to what is normally expected.                 |
| <b>4</b> | <b>Exceeds Expectations:</b> | Performance demonstrates increased proficiency and is consistently above expectations. |
| <b>3</b> | <b>Meets Expectations:</b>   | Performance meets expectations and presents no significant problems.                   |
| <b>2</b> | <b>Below Expectations:</b>   | Performance is consistently below expectations and significant problems exist.         |
| <b>1</b> | <b>Unsatisfactory:</b>       | Performance is consistently unacceptable.  |
| <b>0</b> | <b>Not Applicable</b>        |  |

**JOB PERFORMANCE STATEMENTS**

**General Duties**

- \_\_\_\_ 1. Welcomes visitors through office courtesy to maintain good public relations.
- \_\_\_\_ 2. Promotes good public relations through telephone courtesy.
- \_\_\_\_ 3. Receives curriculum materials sent in by teachers, administrators, and other district personnel to prepare for district use.
- \_\_\_\_ 4. Assists in preparing the elementary/secondary-staff development schedule.
- \_\_\_\_ 5. Assists in scanning and original curriculum documents that are print ready.
- \_\_\_\_ 6. Keeps up-to-date records on receipts and disbursement of funds.
- \_\_\_\_ 7. Prints curriculum resources for distribution to appropriate campuses.
- \_\_\_\_ 8. Develops forms / flyers, certificates, name badges, name tents, calendar, labels, distribution, as necessary for Office of Curriculum and Instruction.
- \_\_\_\_ 9. Prepares materials for curriculum and all training meetings.

- \_\_\_\_ 10. Processes timesheets and consultant fee forms for proper payment of all contractual consultant services and employee extra duty pay.
- \_\_\_\_ 11. Prepares out-of-district travel requests and local travel reimbursement forms for special populations and processes as per school districts procedure. Makes sure funds are available in the appropriate accounts and initiate budget changes if necessary. Verifies travel with personnel for completion of travel settlement forms upon return from trips against receipt obtained, verifies monies returned, and deposits monies directly with the Accounting Department.
- \_\_\_\_ 12. Maintains records of all materials checked out by administrators/teachers and keeps check-out cards current.
- \_\_\_\_ 13. Creates various forms as needed for use within the school district by administrators, teachers, departments, and school groups.
- \_\_\_\_ 14. Creates covers, inserts, and dividers for various reports/handouts issued by Office of Curriculum and Instruction.
- \_\_\_\_ 15. Prints materials on Xerox machine as necessary for workshops, handouts, reports, memos, curriculum, etc.
- \_\_\_\_ 16. Creates documents as necessary for curriculum guides, training manuals, workshop, etc.
- \_\_\_\_ 17. Runs errands for the Office of Instruction. Picks up materials purchased locally at vendors/district warehouse and picks up and/or delivers materials to campuses within the district whenever necessary.
- \_\_\_\_ 18. Does manual labor as needed (moving boxes, furniture, materials, etc.) (ONLY WHEN ABSOLUTELY NECESSARY).
- \_\_\_\_ 19. Assists other Office of Instruction secretaries with performance of their duties and output of materials/information as need arises.
- \_\_\_\_ 20. Keeps informed of all pertinent information concerning the functioning of all areas of the Office of Curriculum and Instruction so as to properly answer questions from various individuals pertaining to meetings, procedures, requirements, etc.
- \_\_\_\_ 21. Assists in the promotion of positive community relations through effective communication with parents as well as teachers, administrators, and other district personnel.
- \_\_\_\_ 22. Maintains cordial relations with community individuals/groups and district personnel who will help achieve the goals of the Office of Instruction.
- \_\_\_\_ 23. Performs secretarial duties for the Office of Instruction.
  - a) Places and receives telephone calls and records messages.
  - b) Processes incoming correspondence as directed.
  - c) Prepares forms as needed.
  - d) Types letters, reports and memos.
  - e) Operates various types of machines to produce materials as needed
  - f) Collates materials for distribution to various campuses and/or other offices.
- \_\_\_\_ 24. Prepares materials as necessary including computer drawings/graphics for workshops as directed by the Chief Academic Officer, the Curriculum Coordinators, or classroom teachers/lead teachers who may be presenting for the Office of Instruction.

- \_\_\_\_ 25. Laminates, cuts, and/or binds materials as necessary for workshop presentations.
- \_\_\_\_ 26. When necessary, works after regular hours during the week and / or weekends to prepare materials.
- \_\_\_\_ 27. Maintains a filing system within the computer that is easily accessible by other employees of the Office of Instruction.
- \_\_\_\_ 28. Maintains an easily accessible filing system for all documents under curriculum secretary's responsibility.

**COMMENTS:** \_\_\_\_\_

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**Work Traits**

- \_\_\_\_ 29. Maintains confidentiality as required and appropriate.
- \_\_\_\_ 30. Demonstrates an openness to discuss suggestions.
- \_\_\_\_ 31. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- \_\_\_\_ 32. Makes efficient use of time and resources available.
- \_\_\_\_ 33. Provides well-organized, accurate work.
- \_\_\_\_ 34. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

**COMMENTS:** \_\_\_\_\_

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**Purchase Orders**

- \_\_\_\_ 35. Prepare purchase orders and contractual service agreements to in town vendors and out of town vendors.
- \_\_\_\_ 36. Process P.O. for each order, verifying the contents of all shipments.
- \_\_\_\_ 37. Verify all invoices paid by accounting.

**COMMENTS:** \_\_\_\_\_

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**Budgets**

- \_\_\_\_ 38. Assist the Chief Academic Officer in preparing budget request for all Departments and has knowledge of budget codes.

**COMMENTS:** \_\_\_\_\_

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**Reports**

- \_\_\_\_ 39. Prepare reports and processes requests for payment to necessary personnel providing service.
- \_\_\_\_ 40. Compile information and prepare various reports to complete purchase orders.

**COMMENTS:** \_\_\_\_\_

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**Other**

- \_\_\_\_ 41. Performs other duties assigned by Chief Academic Officer, Coordinators, and State Wide Testing Coordinator.
- \_\_\_\_ 42. Maintains confidentiality of information.
- \_\_\_\_ 43. Assists curriculum coordinators with teacher needs to include materials for various instructional models, classroom management, lesson plan development, etc. for 50% of the day.

**COMMENTS:** \_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

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What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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Summative Conference Comments:

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**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

Renewal and/or Extension of Assignment

Non-renewal of Assignment

Termination of Assignment

Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date