

**SECRETARY, PRINCIPAL  
Summative Appraisal Form**

Name \_\_\_\_\_ School 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**

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

**JOB PERFORMANCE STATEMENTS**

**Reports and Correspondence**

- \_\_\_\_ 1. Prepares written correspondence forms, schedules, or reports using typewriter or personal computer.
- \_\_\_\_ 2. Prepares instructional materials, meeting agendas, honor rolls, awards, class rosters, graduation lists, and campus communication as requested, using typewriter or personal computer.
- \_\_\_\_ 3. Monitors and processes personnel time records including leave requests and reports. Compiles information and submits to central office.
- \_\_\_\_ 4. Maintains school calendar of events.
- \_\_\_\_ 5. Schedules meetings and appointments and maintains calendar for principal.
- \_\_\_\_ 6. Generate, review, print and distribute report cards and progress reports.
- \_\_\_\_ 7. Enter discipline referrals and coordinate with attendance secretary for attendance reconciliation
- \_\_\_\_ 8. Create campus trainings in the GoSignMeUp (GSMU) application and record attendance accordingly.

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

**Reception and Phones**

- \_\_\_\_9. Assists students, teachers, and parents as needed.
- \_\_\_\_10. Receives incoming calls, takes reliable messages, and routes to appropriate staff.
- \_\_\_\_11. Perform call outs as requested by campus administration.
- \_\_\_\_12. Schedule substitutes as needed for professional and hourly staff.

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

**Records and Files**

- \_\_\_\_13. Maintain a daily teacher attendance log and records for substitute teachers.
- \_\_\_\_14. Maintains physical and computerized files including inventory of school and office supplies, mailing lists, student records, visitor logs, and office communication.
- \_\_\_\_15. Updates handbooks, policy manuals, and other documents as assigned.

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

**Accounting and Inventory**

- \_\_\_\_16. Receives, stores, and issues supplies and equipment.
- \_\_\_\_17. Performs routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records. Create and process purchase orders as directed by campus admin.
- \_\_\_\_18. Prepares and makes cash deposits for activity account(s). Is responsible for maintenance of activity checkbook(s) and ledger(s).

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

**Other**

- \_\_\_\_19. Sorts, distributes, or delivers mail and other documents.
- \_\_\_\_20. Perform routine duties in the absence of the nurse.
- \_\_\_\_21. Performs other duties assigned by supervisor.
- \_\_\_\_22. Maintains confidentiality of information.

**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