

**Executive Assistant for Superintendent & Board of Trustees
Summative Appraisal Form**

Name _____ School Location _____

Position _____ Date of Review _____

Appraisal Period: From _____ to _____

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

- _____ 1. Act as confidential executive assistant to the Superintendent and Board of Trustees and maintain a positive and service-oriented public image for the District. Act as a resource or reception person and provides information and assistance regarding department programs, operations, activities, policies, and procedures to District staff and general public with tact and discretion.
- _____ 2. Manage the overall operation of the office of the Superintendent; keep the Superintendent apprised of all District matters; coordinate the Superintendent's calendar by scheduling appointments and meetings; receive visitors and telephone calls and monitor incoming correspondence; exercise judgment in providing information; maintain official records for Superintendent.
- _____ 3. Oversee the coordination of the Superintendent and Board of Trustee meetings. Serve as the recording secretary for regular and special meetings of the Board of Trustees, finalize the minutes for adoption, and maintains the official board minute book. Prepare, post, and distribute agenda with supporting materials.
- _____ 4. Work closely with Superintendent's Cabinet; coordinate Cabinet meeting schedule, prepare agendas, keep abreast of Cabinet business and follow up after meetings to ensure necessary actions are initiated on behalf of the Superintendent.

- _____ 5. Attend San Felipe Del Rio Consolidated Independent School District Education Foundation and assist Superintendent with administrative functions.
- _____ 6. Assist in developing and monitoring of Superintendent's and Board of Trustees' budget in compliance with District accounting policies and procedures.
- _____ 7. Coordinate travel arrangements for the Superintendent and Board of Trustees including conference registration, lodging and transportation, and prepares itineraries. Arrange for reimbursement of expenses.
- _____ 8. Perform special projects and prepare various forms and reports on behalf of the Superintendent and Board of Trustees.
- _____ 9. Assist with the School Board of Trustee election process, research laws, regulations, and attend the Secretary of State Election law seminar.
- _____ 10. Attend appropriate workshops/conferences for the purpose of ongoing training.
- _____ 11. Maintain lists of various committees and their members for communication and record purposes.
- _____ 12. Prepare communication bulletin for the Board of Trustees regarding organizational updates and activities.
- _____ 13. Compile and prepare report in accordance with oral and written instruction.
- _____ 14. Transmit directives and decisions on behalf of the Superintendent to various employees, departments, school sites, and or community members as assigned.

COMMENTS: _____

Other

- _____ 15. Maintain confidentiality of privileged and sensitive information.
- _____ 16. Organize and maintain filing systems according to standard filing procedures and according to local, state, or federal guidelines. Maintain permanent records for audit purposes.
- _____ 17. Perform all other task and duties as assigned.

COMMENTS: _____

What strengths does _____ possess?

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

Summative Conference Comments:

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's Print Name

Date

Administrator's Signature

Date

Employee's Signature

Date