

**RECEPTIONIST (DISTRICT)  
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**

**Reception and Phones**

- \_\_\_\_ 1. Receives and directs incoming calls and emails (SFDRICISD Information Email), take reliable messages, and route to appropriate staff.
- \_\_\_\_ 2. Greets visitors (e.g. public, parents, substitutes, vendors, etc., respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security.
- \_\_\_\_ 3. Maintains visitor log.
- \_\_\_\_ 4. Responds to emergency calls and notify appropriate parties to address immediate safety and/or security issues.
- \_\_\_\_ 5. Receives deliveries and disseminates materials and information to the appropriate parties.
- \_\_\_\_ 6. Promotes good public relations through telephone courtesy.

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

**Job Descriptions and Evaluations**

- \_\_\_\_ 7. Sets up new job descriptions and evaluations to present to the School Board of Trustees for approval; makes updates as requested by Administrators to present for approval.

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

**AESOP**

- \_\_\_\_8. Updates AESOP (Employees) according to emailed Human Resources letters with changes to work assignments and separations from the District.
- \_\_\_\_9. Updates AESOP with employee name and phone number changes submitted through Skyward-Pseudo Approval.

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

**Skyward District On-Line Forms**

- \_\_\_\_10. Maintains, verifies and follows up on the electronic collection of all employee on-line forms to include Letters of Reasonable Assurance, Professional-Contracts, Notice of Salary and Duty Assignments, and Employee Handbook Acknowledgements. Provide updates to the Chief Human Resources Officer and the Human Resources Information Systems Coordinator.

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

**Teacher of the Week Program**

- \_\_\_\_11. Creates a yearly deadline schedule for the Teacher of the Week Program. Works with all campus principals, selected TOW Teachers, and the Multimedia Production Coordinator throughout the school year on the TOW Program.

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

**Other**

- \_\_\_\_12. Provides clerical assistance as needed to include processing employee letters for reassignments, new hires, separations, change in work location, temporary employment, summer school hire notices, and assists with the Employee Handbook.
- \_\_\_\_13. Maintains Skyward system with address, phone number, and emergency contact change requests. Informs all required departments of changes.
- \_\_\_\_14. Assists with resetting and providing employee/staff login credential through Employee Skyward Contact Access.
- \_\_\_\_15. Sets up, maintains and distributes a listing of all campus principals, assistant principals, and principal secretaries; and a listing of all Department Administrators.
- \_\_\_\_16. Sets up a Special Dates to Remember listing for District-wide awareness.
- \_\_\_\_17. Assists in preparing and distributing or posting job vacancy announcements through Frontline.
- \_\_\_\_18. Maintains and updates the District email distributing listing for job vacancy announcements on Frontline.
- \_\_\_\_19. Using the HR vacancy listing, sets up the Teacher Vacancies Notice to feature on our District FB page.
- \_\_\_\_20. Compiles, maintains, and files all reports, records, and other documents as required.

- \_\_\_\_ 21. Composes correspondence letters as necessary.
- \_\_\_\_ 22. Assists with Retirees reception, etc.
- \_\_\_\_ 23. Maintains confidentiality.
- \_\_\_\_ 24. Performs other duties as assigned by supervisor.

**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 (Print Name)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Administrator's (Signature)

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date