

**SECRETARY, CHIEF OPERATIONS OFFICER
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

General Duties

- ____1. Composes, prepares and distributes routine correspondence to staff on a timely and accurate manner.
- ____2. Greets visitors in a courteous and diplomatic manner.
- ____3. Handles a variety of incoming calls assuring that all are handled promptly and expeditiously.
- ____4. Talks to parents, students, teachers, principals and others regarding issues/problems and or questions assuring that an appropriate response will be made.
- ____5. Maintains a schedule of appointments, school board meetings, school visitations, etc., for the Chief Operations Officer, ensuring thoroughness, accuracy and timeliness.
- ____6. Prepares and monitors the annual campus and district furniture allotment purchase orders.
- ____7. Opens and reviews all incoming mail for the division ensuring that each item is forwarded to the appropriate individual for prompt action.
- ____8. Maintains all records, drawings, and other materials of all school facilities, sites, new construction, and portable buildings.

- ____9. Maintains all bidding and construction schedules, and assists with the contract documents.
- ____10. Assists with the preparation of all construction contract payments and schedules.
- ____11. Maintains all of the District photocopier contracts and assists with the preparation of all payments.
- ____12. Prepares all district rental contracts and collects/deposits all money collected.
- ____13. Maintains a complete and systematic set of records of all financial transactions for the office.
- ____14. Maintains general and appropriations ledgers on an encumbrance basis.
- ____15. Prepares reports concerning the status of budgetary accounts to guard against the overspending of any budgeted account.
- ____16. Prepares and monitors all purchase requisitions to determine correctness of information, price extensions, and coding information.
- ____17. Fax all Student travel Requests to the Transportation Department and submit it to Accounting Department for processing.
- ____18. Assists with Facility Planning Committee Meetings – contracts members and makes copies of materials to distribute at meetings.

COMMENTS: _____

Other

- ____19. Performs other duties as assigned by supervisor.
- ____20. Maintains confidentiality of information.

COMMENTS: _____

What strengths does _____ possess?

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