

**SECRETARY, SUBSTITUTES
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

- 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. Prepares written correspondence forms, schedules or reports using typewriter or personal computer.
- ____ 2. Types routine correspondence
- ____ 3. Greets visitors and answers routine telephone calls.
- ____ 4. Assists students, teachers, and parents as needed.
- ____ 5. Maintains physical and computerized files.
- ____ 6. Prepares instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested, using typewriter or personal computer.
- ____ 7. Maintains a daily teacher attendance log and records for substitute teachers.
- ____ 8. Monitors and processes personnel time records including leave requests and reports. Compiles information and submits to central office.

- ____ 9. Schedules meetings and appointments.
- ____ 10 Assists students, teachers, and parents as needed.
- ____ 11. Receives incoming calls, takes reliable messages and routes to appropriate staff and/or students.
- ____ 12. Maintains physical and computerized files.
- ____ 13. Receives, sorts, distributes or delivers mail and other documents.

COMMENTS: _____

Other

- ____ 14. Performs other duties assigned by supervisor.
- ____ 15. 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?

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