

**SECRETARY, STUDENT SERVICES
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

Records, Reports, and Correspondence

- ____ 1. Prepares correspondence, forms, reports, requisitions, office budget, etc., for the department head and other department staff members using personal computer.
- ____ 2. Compiles pertinent data as needed when preparing various state and local reports.
- ____ 3. Maintains physical and computerized departmental files.
- ____ 4. Maintains student records as needed.

COMMENTS: _____

Accounting

- ____ 5. Performs routine bookkeeping tasks, including simple arithmetic operations to maintain all office operations for the department.
- ____ 6. Prepares purchase orders, amendments, budget changes, bank deposits, and payment authorizations as needed.

____7. Posts and keeps current encumbrances and expenditures in ledger.

COMMENTS: _____

General Office Duties

____8. Answers incoming calls, takes reliable messages, and routes to appropriate staff.

____9. Greets and directs clients to proper staff.

____10. Maintains a schedule of appointments and makes travel arrangements for department staff.

____11. Receives, sorts, and distributes mail and other documents to department staff.

____12. Maintains files and verifies records required by regulations.

____13. Fulfills requests for school transcripts from individuals and institutes of higher learning.

____14. Maintains file cumulative folders for all “no shows” in grades K-5 and sends folders to appropriate school as students enroll during the school year.

____15. Provides Data Processing Department and other offices with records of newly entered students to place in student profile record.

____16. Registration of student, preparing Student Handbooks/Student Code of Conduct, and delivering confidential letters.

COMMENTS: _____

Other

____17. Performs other duties assigned by supervisor

____18. 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 (Signature)

Date

Employee's Signature

Date