

**SECRETARY, CTE  
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 consistent unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS**

**Records, Reports and Correspondence**

- \_\_\_\_1. Prepares correspondence, forms, reports, calendar of events, for the department administrator and other department staff members using personal computer and typewriter.
- \_\_\_\_2. Complies with pertinent data as needed when preparing various state and local reports.
- \_\_\_\_3. Maintains physical and computerized, departmental files.
- \_\_\_\_4. Maintains student records as needed.
- \_\_\_\_5. Maintains accurate and auditable records.
- \_\_\_\_6. Meets established timelines.
- \_\_\_\_7. Maintains good organizational skills.

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

**Accounting**

- \_\_\_8. Assists the Career and Technical Education Director in maintaining accurate accounting of all budgets assigned to the department.
- \_\_\_9. Sets up budget files, posts and keeps current encumbrances, expenditures and balances on all budgets assigned to the department.
- \_\_\_10. Prepares budget transfers as necessary to ensure availability of funds.
- \_\_\_11. Prepares and process all purchase orders, travel requests and payment authorization for the department.
- \_\_\_12. Receives or picks up money for department travel reimbursements and processes all reimbursable budget accounts. In additions counts money, issues receipts, prepared deposits and delivers them to Deposit Clerk.
- \_\_\_13. Monitors and processes personnel time records including leave requests and reports; compiles information and submits it to central office.

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

**Other**

- \_\_\_14. Answers incoming calls, takes reliable messages, and routes to appropriate staff.
- \_\_\_15. Maintains a schedule of appointments and makes travel arrangements for CTE department staff.
- \_\_\_16. Receives, sorts, and distributes mail and other documents to department staff.
- \_\_\_17. Performs copy work and collation for distribution to department staff.
- \_\_\_18. Orders office equipment and supplies for the department.
- \_\_\_19. Works with new vendors and work on proper documentation to add vendors to district vendor list.
- \_\_\_20. Promotes positive community relations through effective communication and interaction.
- \_\_\_21. Creates, modifies and updates CTE related projects as assigned.
- \_\_\_22. Coordinates plans with CTE Director for the annual Advisory Committee Meeting(s) and other CTE functions.
- \_\_\_23. Performs other duties assigned by CTE Director.

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

**Ethics**

- \_\_\_24. Promptly reports any suspected violations of the code of ethics, such as theft, data manipulation, or any other dishonest act in the workplace.
- \_\_\_25. Safeguards against unauthorized access to assigned computer systems and electronic data.
- \_\_\_26. Maintains confidentiality of all data and files.

**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