

**SECRETARY, FINE ARTS
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

- ____ 1. Maintains the bookkeeping system for the Fine Arts Coordinator to include posting general operating data, accounts payable and reconciliation of the monthly account status report.
- ____ 2. Result oriented, and driven to get work completed in a timely and accurate manner to meet all deadlines.
- ____ 3. Deals with internal and external phone calls.
- ____ 4. Highly organized, with tremendous sense of detail and ability to multitask and prioritize in a multi-project, fast paced environment.
- ____ 5. Keeps up-to-date records on receipts and disbursement of funds.
- ____ 6. Is able to assist with U.I.L. activities and responsibilities such as eligibility requirements and meeting U.I.L. deadlines.

COMMENTS: _____

Purchase Orders, District Fine Arts/Band

- ____ 7. Prepares purchase orders and contractual service agreements to in town and out of town vendors.

- ____ 8. Prepares all Contracts and necessary paperwork to pay UIL Judges and Clinicians.
- ____ 9. Processes P.O. for each order, verifying the contents for all shipments.
- ____ 10. Verifies all invoices paid by accounting.

COMMENTS: _____

Budget

- ____ 11. Assists the Fine Arts Coordinator in preparing budget request for Elementary and Secondary campuses Fine Arts and Band Departments and has knowledge of budget codes.
- ____ 12. Follows through on expenditures and prepares budget amendments as needed.

COMMENTS: _____

Reports

- ____ 13. Compiles information and prepares various reports including forms for drug testing and student travel permission forms, medical release forms and any other forms required.
- ____ 14. Prepares reports and processes requests for payment to necessary personnel for conducting Fine and Performing Arts activities (extra duty pay/timesheets).

COMMENTS: _____

Travel

- ____ 15. Processes requests for the Fine Arts Coordinator and travel requests turned in by Fine Arts Teachers for all contests as well as clinics, football games, etc. Verifies accuracy of requested monies. Makes sure funds are available in the appropriate accounts and initiates budget changes if necessary.
- ____ 16. Verifies travel with personnel for completion of travel settlement forms upon return from trips against receipts obtained, verify monies returned, and deposit monies directly with the Accounting Department.

COMMENTS: _____

General Duties

- ____ 17. Performs secretarial duties for the Fine Arts Coordinator as required.
- ____ 18. Submits timesheets when required for Fine Arts Events.
- ____ 19. Orders office supplies and maintains inventory of supplies.

COMMENTS: _____
