

**SECRETARY, ATTENDANCE
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 written correspondence forms, schedules, or reports using typewriter or personal computer.
- ____ 2. Prepares instructional materials, meeting agendas, honor roll, and campus communication as requested, using typewriter or personal computer.
- ____ 3. Maintains a daily teacher attendance log and records for substitute teachers.
- ____ 4. Maintains a daily student attendance log and issues bus cards.
- ____ 5. Registers new students and assists visitors.
- ____ 6. Does transfers, withdrawals and requests for transcripts as needed.
- ____ 7. Keeps student rosters up-to-date by teacher and grade.
- ____ 8. Monitors and processes personnel time records including leave requests and reports.
- ____ 9. Compiles information and submits to central office
- ____ 10. Maintains school calendar of events.

- ____ 11. Prepares weekly N.S.L. report to the Data Processing Department.
- ____ 12. Performs routine duties in the absence of the nurse.
- ____ 13. Keeps ethnicity report up-to-date for administrative purposes (Beginning of school year this is done on a daily basis for first 15 days).
- ____ 14. Types and prepares enrollment cards and attendance cards for each student before classes begin in the fall and keeps it up during the year.
- ____ 15. Keeps on hand daily attendance slips, student release forms, tardy slips, etc.

COMMENTS: _____

Reception and Phones

- ____ 16. Assists students, teachers, and parents as needed.
- ____ 17. Receives incoming calls, takes reliable messages, and routes to appropriate staff.

COMMENTS: _____

Files

- ____ 18. Maintains physical and computerized files including inventory of school and office supplies, mailing lists, student records, visitor logs, and office communication.
- ____ 19. Updates handbooks, policy manuals, and other documents as assigned.

COMMENTS: _____

Accounting and Inventory

- ____ 20. Receives, stores, and issues supplies and equipment.
- ____ 21. Performs routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.

COMMENTS: _____

Other

- ____ 22. Sorts, distributes, or delivers mail and other documents.
- ____ 23. Administers medication to students, checks temperatures, and notifies parents of student illness in nurse' s absence.
- ____ 24. Performs other duties assigned by supervisor.

____ 25. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____ 26. Monitors the work of campus secretaries and clerical aides.

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