

**SECRETARY, PEIMS DATA QUALITY, COMPLIANCE AND ACCOUNTABILITY
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 and Reports

- ___1. Prepare written correspondence, forms, schedules, meeting agendas, training materials, or reports using typewriter or personal computer.
- ___2. Assist the director in preparing reports for dissemination to central office and the board of trustees.
- ___3. Maintain calendars of events, such as attendance and discipline reporting, report card and IPR reporting and PEIMS deadlines.
- ___4. Create interactive forms using Excel, Word, and/or Adobe Professional.
- ___5. Receive and process Credit-by-Exam results; record grades in the student information system (SIS)

Reception and Phones

- ___6. Receive incoming calls, take reliable messages, and route to appropriate staff.
- ___7. Assist parents, teachers, staff members, secretaries and parents as needed.
- ___8. Provide helpdesk support for Skyward-related login issues.

COMMENTS:

Files

- ___9. Maintain physical and computerized files, such as inventory of building and office supplies, mailing lists, student records, visitor logs, and office communication.
- ___10. Create, process, and track maintenance and IT work orders.
- ___11. Update handbooks, policy manuals, and other documents as assigned.

COMMENTS:

Accounting and Inventory

- ___12. Prepare and process purchase orders; receive, store, and issue supplies and equipment; collect supplies for warehouse and local merchants as needed.
- ___13. Perform routine bookkeeping tasks; assist director with budget preparation; maintain department budget

COMMENTS:

Ethics

- ___14. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
- ___15. Safeguard against unauthorized access to assigned computer system and electronic data.

___16. Maintain confidentiality of all data and files.

Other

___17. Schedule appointments and maintain director's calendar.

___18. Sort, distribute, and deliver mail and other documents.

___19. Perform other duties assigned by supervisor.

COMMENTS:

Supervisory Responsibilities

NONE

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