

**SECRETARY, CURRICULUM
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

General Duties

- ____ 1. Welcomes visitors through office courtesy to maintain good public relations.
- ____ 2. Promotes good public relations through telephone courtesy.
- ____ 3. Receives curriculum materials sent in by teachers, administrators, and other district personnel to prepare for district use.
- ____ 4. Assists in preparing the elementary/secondary-staff development schedule.
- ____ 5. Assists in scanning and original curriculum documents that are print ready.
- ____ 6. Keeps up-to-date records on receipts and disbursement of funds.
- ____ 7. Prints curriculum resources for distribution to appropriate campuses.
- ____ 8. Develops forms / flyers, certificates, name badges, name tents, calendar, labels, distribution, as necessary for Office of Curriculum and Instruction.
- ____ 9. Prepares materials for curriculum and all training meetings.

- ____ 10. Processes timesheets and consultant fee forms for proper payment of all contractual consultant services and employee extra duty pay.
- ____ 11. Prepares out-of-district travel requests and local travel reimbursement forms for special populations and processes as per school districts procedure. Makes sure funds are available in the appropriate accounts and initiate budget changes if necessary. Verifies travel with personnel for completion of travel settlement forms upon return from trips against receipt obtained, verifies monies returned, and deposits monies directly with the Accounting Department.
- ____ 12. Maintains records of all materials checked out by administrators/teachers and keeps check-out cards current.
- ____ 13. Creates various forms as needed for use within the school district by administrators, teachers, departments, and school groups.
- ____ 14. Creates covers, inserts, and dividers for various reports/handouts issued by Office of Instruction.
- ____ 15. Prints materials on Xerox machine as necessary for workshops, handouts, reports, memos, curriculum, etc.
- ____ 16. Creates documents as necessary for curriculum guides, training manuals, workshop, etc.
- ____ 17. Runs errands for the Office of Instruction. Picks up materials purchased locally at vendors/district warehouse and picks up and/or delivers materials to campuses within the district whenever necessary.
- ____ 18. Does manual labor as needed (moving boxes, furniture, materials, etc.) (ONLY WHEN ABSOLUTELY NECESSARY).
- ____ 19. Assists other Office of Instruction secretaries with performance of their duties and output of materials/information as need arises.
- ____ 20. Keeps informed of all pertinent information concerning the functioning of all areas of the Office of Instruction so as to properly answer questions from various individuals pertaining to meetings, procedures, requirements, etc.
- ____ 21. Assists in the promotion of positive community relations through effective communication with parents as well as teachers, administrators, and other district personnel.
- ____ 22. Maintains cordial relations with community individuals/groups and district personnel who will help achieve the goals of the Office of Instruction.
- ____ 23. Performs secretarial duties for the Office of Instruction.
 - a) Places and receives telephone calls and records messages.
 - b) Processes incoming correspondence as directed.
 - c) Prepares forms as needed.
 - d) Types letters, reports and memos.
 - e) Operates various types of machines to produce materials as needed
 - f) Collates materials for distribution to various campuses and/or other offices.
- ____ 24. Prepares materials as necessary including computer drawings/graphics for workshops as directed by the Assistant Superintendent for Instruction, the Curriculum Coordinators, or classroom teachers/lead teachers who may be presenting for the Office of Instruction.
- ____ 25. Laminates, cuts, and/or binds materials as necessary for workshop presentations.

- ____ 26. When necessary, works after regular hours during the week and / or weekends to prepare materials.
- ____ 27. Maintains a filing system within the computer that is easily accessible by other employees of the Office of Instruction.
- ____ 28. Maintains an easily accessible filing system for all documents under curriculum secretary's responsibility.

COMMENTS: _____

Work Traits

- ____ 29. Maintains confidentiality as required and appropriate.
- ____ 30. Demonstrates an openness to discuss suggestions.
- ____ 31. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- ____ 32. Makes efficient use of time and resources available.
- ____ 33. Provides well-organized, accurate work.
- ____ 34. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

COMMENTS: _____

Purchase Orders

- ____ 35. Prepare purchase orders and contractual service agreements to in town vendors.
- ____ 36. Process P.O. for each order, verifying the contents of all shipments.
- ____ 37. Verify all invoices paid by accounting.

COMMENTS: _____

Budgets

- ____ 38. Assist the Director of Curriculum and Instruction in preparing budget request for all Departments and has knowledge of budget codes.

COMMENTS: _____

Reports

- ____ 39. Prepare reports and processes requests for payment to necessary personnel providing service.

____ 40. Compile information and prepare various reports to complete purchase orders.

COMMENTS: _____

Other

____ 41. Performs other duties assigned by supervisor.

____ 42. Maintains confidentiality of information.

____ 43. Assists curriculum coordinators with teacher needs to include materials for various instructional models, classroom management, lesson plan development, etc. for 50% of the day.

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:

