

LUDLOW INDEPENDENT SCHOOLS
EVALUATION INSTRUMENT – ADMINISTRATIVE ASSISTANT/SECRETARY
School Year _____

Name _____

Building _____

Position(s): _____

Performance Evaluation Key		
*1=Exemplary Performance	*2=Exceeds Performance Expectations	3=Meets Performance Expectations
*4=Marginal Performance - areas need improvement		*5=Unsatisfactory Performance
(*requires written comments)		

	1	2	3	4	5
ABILITY TO PERFORM DUTIES & RESPONSIBILITIES					
1. Works well with minimal supervision; dependability.					
2. Uses time efficiently.					
3. Volunteers to help others.					
4. Takes on additional tasks.					
5. Is physically & mentally able to perform job.					
ATTITUDE					
1. Evidences loyalty to school district; supports administrative decisions.					
2. Has enthusiasm for the job.					
3. Is willing to meet job requirements & accept suggestions.					
4. Shows positive attitude toward job.					
5. Shows initiative.					
6. Does not abuse position by exceeding limits of authority.					
BASIC SKILLS & JOB KNOWLEDGE					
1. Possesses and maintains necessary clerical skills.					
2. Telephone personality is warm, helpful, interested; keeps full record of nature of calls.					
3. Satisfies contacts with correct information, or gives caller a valid reason for delaying answer and follows up to ensure answer is provided with minimum of delay.					

4. Takes dictation with reasonable speed and transcribes accurately; files so that retrieval requires a minimum of time.					
5. Keeps needed records thoroughly & accurately.					
EFFECTIVE COMMUNICATION					
1. Is diplomatic about divulging sensitive information.					
2. Communicates tactfully					
3. Ability to get along with others; relations with public; other employees, & pupils.					
4. Uses good judgment and common sense in making decisions.					
PUNCTUALITY & ATTENDANCE					
1. Is punctual for work.					
2. Has minimal absenteeism					
PERSONAL FITNESS					
1. Has emotional stability.					
2. Is in good physical condition.					
3. Possesses good personal habits.					
4. Dresses appropriately for the job.					

STRENGTHS: _____

AREAS FOR GROWTH: _____

PERSONNEL RECOMMENDATIONS (check appropriate item):

1. _____ Recommended to continue in employment.
2. _____ Not recommended to continue in employment.
3. _____ Needs another evaluation and summative conference before recommendation can be made.

 Evaluator's Signature

 Date

 Evaluatee's Signature

 Date

(I have seen and discussed this evaluation with the evaluator. Within five working days, if I desire, I will submit my written comments.)

First evaluation by January 1. Second evaluation no later than April 15. A separate evaluation form should be used for each evaluation. The evaluatee has the right to appeal this evaluation to the Evaluation Appeals Committee.