

**WAKULLA COUNTY SCHOOL BOARD
 COMPREHENSIVE ASSESSMENT FORM SUMMARY
 SUPPORT PERSONNEL**

Name _____ Position **ADMIN. SECRETARY – DIRECTOR**

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Needs				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	[]	[]	[]	[]	[]

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding _____ Exemplary _____ Effective _____ Needs Improvement _____ Unsatisfactory _____
 100- 94 93 - 86 85 - 75 74 - 65 64 - 0

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee Date

Comments of the Evaluator:

Signature of Evaluator Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
ADMINISTRATIVE SECRETARY – DIRECTOR**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Perform clerical duties required by activities and functions of the workplace, including preparing and sending correspondence, receiving and routing incoming / outgoing mail and courier, setting up and maintaining files, handling personnel records and requests, preparing, processing and submitting required agenda items, applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
2. Greet visitors and direct them to appropriate areas.
3. Prepare materials for dissemination to school, District staff, parents and community.
4. Oversee operation and maintenance of office equipment, reporting malfunctions for necessary repairs.
5. Maintain and/or process all files in an alphabetical or chronological system
6. Obtain, assemble and organize pertinent data into usable form for local state and federal audits.
7. Perform financial duties required by the activities and functions of the workplace, including initiating and processing requisitions, assisting in preparation and maintenance of budget and other assigned projects.
8. Make arrangements for meetings and conferences.
9. Provide miscellaneous clerical services for various boards and committees on which designated supervisors serve.
10. Perform additional duties specific to the department / program.
11. Maintain daily appointment calendar for Director, scheduling appointments and meetings and noting deadlines.
12. Make travel arrangements and prepare itineraries.
13. Develop materials for use for presentations, conferences and workshops.
14. Compile background data and information on issues and/or topics as requested.
15. Prepare department materials for School Board meetings.
16. Provide technical assistance to schools and other departments.
17. Manage the office in the absence of the Director as assigned and in accordance with approved procedures.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 30 Exemplary 28 Effective 26 Needs Improvement 18 Unsatisfactory 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

18. Sort and distribute mail and other memoranda.
19. Assist public by answering routine questions, scheduling appointments and completing forms.
20. Answer the telephone in a courteous and professional manner.
21. Answer inquiries about the department / program, forwarding to the appropriate personnel when necessary.
22. Communicate effectively with the public, co-workers and administration.
23. Respond to inquiries and concerns in a timely manner.
24. Keep supervisor informed of potential problems or unusual events.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 16 Exemplary 14 Effective 12 Needs Improvement 6 Unsatisfactory 0

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
ADMINISTRATIVE SECRETARY – DIRECTOR**

Name _____ Position _____

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 25. Demonstrate initiative in the performance of assigned responsibilities.
- 26. Model and maintain high ethical standards.
- 27. Follow attendance, punctuality and proper dress rules.
- 28. Maintain confidentiality.
- 29. Maintain positive relationships with co-workers, school personnel, parents and administration.
- 30. Participate in workshops and training sessions to update and enhance skills and knowledge.

Source Code (Circle Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Circle One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

4. SYSTEM SUPPORT

Category Definitions

- 31. Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other personnel as directed by the supervisor or required by School Board policy.
- 32. Perform data entry as necessary.
- 33. Prepare all required reports and maintain all appropriate records.
- 34. Follow all School Board policies and school policies and procedures.
- 35. Exhibit the interpersonal skills necessary as an effective team member.
- 36. Demonstrate support for the School District and its goals and priorities.
- 37. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

5. WORKSITE SERVICE STANDARDS

Category Definitions

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating

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Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0