

ORANGE SOUTHWEST SUPERVISORY UNION

ADMINISTRATIVE ASSISTANT EVALUATION

Period covered: _____ to _____
Month/Year Month/Year

School(s): _____

Evaluatee: _____

Administrator: _____

1 = DOES NOT MEETING EXPECTATIONS 2 = NEEDS ASSISTANCE MEETING EXPECTATIONS 3 = MEETS EXPECTATIONS

4 = EXCEEDS EXPECTATIONS 5 = N/A

PERFORMANCE RESPONSIBILITIES

Demonstrates competence in the following areas:

Receptionist duties such as phone and filing

1	2	3	4	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Word processing and photocopying as needed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Arranges coverage and calls substitutes for teachers and paraprofessional staff when they are absent

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Completes payroll sheets for substitutes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Assists in publishing and distributing the school newsletter

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Serves as backup for the school nurse

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Oversees timesheet management and mail delivery

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Oversees school calendar and facility use schedules

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Operates and maintains all necessary databases

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Places and follows-up on orders for school supplies

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Implements student registration procedures

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Prepares and sends out student records to other schools as requested

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Maintains student records in accordance with FERPA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PROFESSIONALISM

Demonstrates responsibility for self-growth, professional improvement, and ongoing self-evaluation

1	2	3	4	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Works cooperatively with colleagues, professional staff, administrators, parents, and students

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Maintains an appropriate work schedule (attendance and punctuality)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Follows the policies and procedures of the school district

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Maintains high quality of work

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Demonstrates the ability to work independently as well as part of a team

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Organizes time, space, materials, and equipment

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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