



Williamston Community Schools Secretarial Evaluation

Thank you for serving as a secretary and supporting our families, staff, and learners. As secretaries, you help ensure that our school offices and District departments run smoothly and efficiently. Your clerical and administrative support are essential to the daily operations of our offices. The support you provide to our District staff and families requires a strong commitment to professionalism and a broad knowledge regarding how the District operates.

Regardless of your assignment, all secretaries will be evaluated by their administrator in the following domains:

- Professional Skills:** This domain includes your ability to adhere to established procedures and protocols. Your role requires you to maintain confidential information and to ensure accuracy in your work.
- Work Habits:** This domain includes your organization, time management, and the quality of your work. These are some of the areas where your work habits are evident.
- Relationships:** This domain includes your ability to establish and maintain collegial relationships with other district staff, including supervisors.
- Stakeholder Interactions:** This domain includes your ability to provide appropriate communication and front-line interactions with students, families, and the community.

Your year-end effectiveness rating will be determined by your administrator with input from any supervisory staff to which you are assigned. You will also complete a self-reflection to provide evidence of your areas of strength, as well as focus areas for future growth.

Once again, thank you for your service to Williamston Community Schools and to our students. Please reach out to your building administrator at any time that you need support or clarification of your responsibilities.



Williamston Community Schools Secretarial Evaluation Checklist

Secretary: _____

Evaluator: _____

RATING SYSTEM: P = **P**roficient (ALL indicators are checked)
 M = **M**aking Progress (1 indicator is not checked)
 A = **A**rea of Concern (2 or more indicators are not checked)

DOMAIN 1: Professional Skills

<input type="checkbox"/> Ensures confidentiality of documents and information <input type="checkbox"/> Performs essential duties as outlined by supervisor <input type="checkbox"/> Adheres to established building processes and systems <input type="checkbox"/> Ensures accuracy and completeness of student records, and other important documents	P M A
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DOMAIN 2: Work Habits

<input type="checkbox"/> Well organized, maintains consistent attendance and punctuality, and uses time effectively <input type="checkbox"/> Adaptable, flexible and willing to assist in daily and emergency situations <input type="checkbox"/> Shows a commitment to assigned position and to producing quality work	P M A
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DOMAIN 3: Professional Relationships

<input type="checkbox"/> Supportive and cooperative with all professional and support staff <input type="checkbox"/> Maintains professional boundaries and follows the district confidentiality policy concerning students and staff <input type="checkbox"/> Demonstrates respect, responsibility, and fairness when interacting with colleagues	P M A
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DOMAIN 4: Stakeholder Interactions

<input type="checkbox"/> Communicates effectively and accurately with students, staff, parents, and other members of the school community <input type="checkbox"/> Daily interactions with students display appropriate patience, warmth and caring <input type="checkbox"/> Respectful, fair, and impartial in dealing with families and community stakeholders <input type="checkbox"/> Models patience and understanding when interacting with students, staff, and the public	P M A
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Feedback:

Opportunities for Growth:

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____



Williamston Community Schools
Secretarial Evaluation
Self-Reflection Form

Secretary: _____

As you reflect on this school year, please provide specific examples of your performance in each of these domains.

DOMAIN 1: Professional Skills
Areas of strength:
Opportunities for growth:

DOMAIN 2: Work Habits
Areas of strength:
Opportunities for growth:

DOMAIN 3: Professional Relationships
Areas of strength:
Opportunities for growth:

DOMAIN 4: Stakeholder Interactions
Areas of strength:
Opportunities for growth: