

Cheney Public Schools Annual Employee Evaluation

Secretary



Employee Name:		ME Meets Expectations AE Approaching Expectations NA Needs Attention US Unsatisfactory NR Not Relevant
Position/Bldg:		
School Year:		

Supervisor Portion:

1. Administrative & Operational Support			
A. Performs assigned administrative and clerical responsibilities efficiently and in accordance with established procedures		C. Uses district systems, technology, equipment, and other resources effectively to perform assigned responsibilities	
B. Maintains accurate records, files, documentation, and information as assigned		D. Demonstrates attention to detail and follows through on assigned tasks and responsibilities	
2. Communication & Customer Service			
A. Communicates clearly, professionally, and respectfully with students, families, staff, and the public		D. Communicates relevant information to appropriate staff in a timely and professional manner	
B. Provides responsive and courteous assistance to individuals seeking information or support		E. Contributes to a welcoming, respectful, and service-oriented work environment.	
C. Uses sound judgment in responding to questions, concerns, and requests and refers matters appropriately when needed			
3. Professional Practice & Growth			
A. Demonstrates and maintains the knowledge and skills necessary to effectively perform assigned responsibilities		C. Responds positively to feedback and implements suggestions for improvement and/or growth	
B. Completes ongoing district- and state-required trainings			
4. Organization, Accuracy & Problem Solving			
A. Produces accurate and complete work and reviews information appropriately for errors or omissions		D. Identifies concerns or discrepancies and seeks clarification or assistance when appropriate	
B. Organizes and prioritizes multiple responsibilities effectively to meet deadlines and changing operational needs		E. Uses available information, procedures, and resources to resolve routine problems effectively	
C. Anticipates routine needs and takes appropriate initiative within assigned responsibilities		F. Maintains organized and effective work processes	
5. Relationships & Support			
A. Treats students, families, staff, and others with respect, patience, and dignity		C. Contributes to a welcoming, inclusive environment in which individuals feel valued and supported	
B. Builds positive, appropriate working relationships while maintaining professional boundaries		D. Demonstrates professionalism and composure when interacting with individuals who are upset, frustrated, or have sensitive concerns	

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Supervisor Portion (cont.):

6. Professional Responsibility & Collaboration			
A. Demonstrates professionalism, composure, and sound judgment		E. Follows established program, building, and district policies and procedures	
B. Works collaboratively and respectfully with staff, follows direction and carries out assigned responsibilities consistently and appropriately		F. Maintains professional conduct and presentation appropriate to the work environment	
C. Shares responsibility and contributes effectively to the office, department, program, and/or school		G. Demonstrates punctuality, dependability, and consistent fulfillment of assigned duties and responsibilities	
D. Communicates relevant information with appropriate staff in a timely and professional manner as assigned/needed		H. Maintains confidentiality and uses appropriate discretion when discussing confidential/sensitive information	

Comments:

I certify this evaluation has been discussed with me during a conference held on (date) _____.

I understand my signature does not necessarily indicate agreement; it is simply acknowledgment of receipt.

NOTE: Any disagreement within this evaluation between supervisor and employee must be indicated in writing, dated, and signed by both parties within five (5) working days after the conference and a copy shall be attached to the evaluation form.

Employee Signature

Supervisor Signature

DEFINITIONS OF PERFORMANCE RATING CATEGORIES:

- ME** Meets Expectations: The employee has met the performance expectations for this factor.
- AE** Approaching Expectations: The employee is developing their skill set in this area but has not quite met expectations.
- NA** Needs Attention: The employee has difficulty meeting the performance expectations for this factor.
- US** Unsatisfactory: The employee has failed to meet the performance expectations for this factor.
- NR** Not Relevant

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Employee Name: _____

Employee Portion:

1. Identify your areas of strength:

2. Identify potential growth areas:

3. Identify one professional goal for next year: