

**Emery County School District**  
**Support Staff Employee Evaluation – School Secretary**

Employee \_\_\_\_\_  
 School \_\_\_\_\_ Evaluation Date \_\_\_\_\_

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1 = Not Effective\*                      2 = Effective                      3 = Highly Effective  
 \*Comment Required

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**•WORKPLACE SKILLS**

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Observes work hours/attendance	1	2	3	
Provides customer service through assisting both employees and the public in-person, over the telephone, or online	1	2	3	
Listens to citizen input; responds to questions and concerns by referring individuals to appropriate employee	1	2	3	
Exemplifies skill in the use of office equipment, computers, and related technology	1	2	3	
Demonstrates appropriate verbal, written and telephone communication skills	1	2	3	
Interacts with staff and the public in a courteous and professional manner	1	2	3	
Creates and maintains various documents, records, spreadsheets, files and databases; performs basic office duties such as copying and filing as needed.	1	2	3	
Prepares purchase orders and oversees receipting of all monies received by the school and performs daily financial and accounting duties	1	2	3	
Registers and enrolls students and maintains all enrollment forms and records	1	2	3	
Maintains inventories of school supplies and equipment and prepares inventory reports	1	2	3	
Runs the school breakfast and lunch procedures, accounting and reports	N/A	1	2	3
Provides basic care to students requiring health care or first aid assistance	1	2	3	
Effectively performs as secretary to the principal	1	2	3	

**•INTERPERSONAL SKILLS**

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Practices positive public and staff relations – works well with administration, coworkers, school staff and students, as well as community members	1	2	3
Able to communicate effectively, verbally and in writing	1	2	3
Appropriate personal appearance and grooming	1	2	3
Is enthusiastic, positive and encouraging	1	2	3
Shows initiative	1	2	3
Is an effective team worker	1	2	3
Uses appropriate language and tone when speaking to others	1	2	3

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**•ADAPTABILITY**

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Is open to alternatives and suggestions – is flexible	1	2	3
Maintains composure in stressful situations	1	2	3
Demonstrates good judgment/makes reasonable decisions	1	2	3

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**PROFESSIONAL RESPONSIBILITIES**

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Keeps informed and adheres to policies and regulations applicable to the position	1	2	3
Willingly shares ideas and expertise with colleagues	1	2	3
Handles confidential/sensitive information appropriately	1	2	3
Performs other job related duties as assigned by the principal	1	2	3
Promptly and effectively responds to concerns and complaints	1	2	3
Supports school and district goals and policies	1	2	3

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**OVERALL ANNUAL RATING (Summative) 1 2 3**

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(While the summative rating is based on an overall summary of all standards, a rating of 1 in any standard could result in an employee being placed on probation for improvement. If satisfactory improvement is not made within the specified time period, non-renewal or termination could result)

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Self Improvement Goal for Next Year \_\_\_\_\_

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\*Evaluator Comments: (Required for #1 ratings)

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This evaluation represents my best judgment of the employee's performance. I hereby recommend:

- \_\_\_\_ Employee be retained as a Provisional Employee (Policy GDA)
- \_\_\_\_ Employee be retained as a Career Employee (Policy GDA)
- \_\_\_\_ Employee be retained as an At-Will or Temporary Employee (Policy GDA)
- \_\_\_\_ Employee be put on probation
- \_\_\_\_ Employee be terminated or non-renewed

Signature of Principal/Supervisor/Designee \_\_\_\_\_ Date \_\_\_\_\_

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This evaluation has been discussed with me and I have received a copy.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_  
(Employee's signature does not necessarily imply agreement or approval of the evaluation results)

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**Employee Comment:** (Please indicate what you feel your supervisor can do to help you improve in your job performance – use another sheet if necessary)