

Emery County School District
Support Staff Employee Evaluation – School Secretary - Attendance

Employee _____

School _____ Evaluation Date _____

1 = Not Effective*

2 = Effective

3 = Highly Effective

*Comment Required

•WORKPLACE SKILLS

Observes work hours/attendance	1	2	3
Provides customer service through assisting students, employees and the public in-person, over the telephone, and online in a courteous and professional manner	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
Creates and maintains various documents, records, spreadsheets, files and databases; performs basic office duties such as copying and filing as needed	1	2	3
Monitors student entry and exit from the school campus during school hours for the purpose of ensuring accurate student attendance reporting	1	2	3
Receives notices of student excused absences from parents/guardians and doctors and notifies parents/guardians of unexcused absences from school	1	2	3
Uses appropriate attendance reporting software for accurate tracking and documentation of attendance information	1	2	3
Prepares school attendance reports and lists for distribution to teachers and principal	1	2	3
Supports routine school office duties as needed to ensure efficient operation of the school	1	2	3
Works with juvenile court and the juvenile probation officer in assuring compliance with court-ordered attendance judgment	1	2	3

•INTERPERSONAL SKILLS

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

•ADAPTABILITY

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

PROFESSIONAL RESPONSIBILITIES

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

OVERALL ANNUAL RATING (Summative) 1 2 3

(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)

Self Improvement Goal for Next Year _____

*Evaluator Comments: (Required for #1 ratings)

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 _____

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)

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