

Emery County School District
Support Staff Employee Evaluation – Maintenance Secretary

Employee _____

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 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, solicits bids, and oversees, in coordination with the District Accounts Payable Specialist, the overall Maintenance financial and accounting duties	1	2	3
Assists in scheduling and prioritizing maintenance projects – tracking time sheets, payroll Leave accrual, etc.	1	2	3
Maintains all files, records, inventories, and data related to Maintenance programs	1	2	3
Assists in writing compliance guidelines required by EPA and /or OSHA	1	2	3
Assists in the administration of the District asbestos abatement and reporting	1	2	3
Effectively performs as secretary to the Supervisor of Buildings and Grounds	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 Supervisor of Buildings and Grounds 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)