

LAKESWOOD SCHOOL DISTRICT

SECRETARY EFFECTIVENESS

Name: _____ School: _____

Completed by: _____ Date Completed: _____

Rating Scale:

Distinguished: Exceeds the performance requirements

Proficient: Meets the performance requirement

Marginal: Work is in Need of Improvement

Unsatisfactory: Needs immediate improvement

Not Applicable: This is not an expectation at this time

Personal Qualities/Attributes	UNSATISFACTORY	MARGINAL	PROFICIENT	DISTINGUISHED	N/A
Punctuality					
Dependability					
Cooperation					
Enthusiasm					
Judgment					
Adaptability					
Confidentiality					
Attitude to work					
Accepts responsibility					
Accepts direction					
Time management skills					

Interpersonal Skills	UNSATISFACTORY	MARGINAL	PROFICIENT	DISTINGUISHED	N/A
Works positively as part of the school team					
Interacts positively with students					
Displays common courtesy to all					
Follows lines of communication					

Secretary's Initials: _____

Administrator's Initials: _____

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Job Related Skills	UNSATISFACTORY	MARGINAL	PROFICIENT	DISTINGUISHED	N/A
Computer Skills					
Organization and accuracy					
Reception Skills- acts in a professional, courteous manner to those served through face-to-face meetings and through use of the telephone					
Office procedure					
Written/Oral Communication					
Completion and Submission of Forms					
Record Keeping					
Quality of Work					
Quantity of Work					
Prepares purchase orders					
Performs related work as required					
Maintains accurate filing systems					
Maintains accurate and up to date student records					
Operations of office equipment					
Remains current with technological changes					
Prioritize work effectively					
Collects and distributes mail in a timely fashion					
Remains calm and exercises good judgment under pressure					
Addresses concerns following the accepted protocol					

Secretary's Initials: _____

Administrator's Initials: _____

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Professional Behavior	UNSATISFACTORY	MARGINAL	PROFICIENT	DISTINGUISHED	N/A
Promotes an atmosphere of respect for children and adults					
Demonstrates ethical and confidential behavior					
Demonstrates an appropriate and independent use of time					
Demonstrates responsible behavior towards attendance and work schedule					
Represents the school in a positive manner in the community					
Willing to upgrade skills as required by the position					
Demonstrate appropriate responses to student initiated interactions					
Demonstrates effective communication skills					
Co-operative					

Comments/recommendations:

Signature of Employee

Date

Signature of Evaluator

Date