

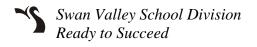
Human Resources: Evaluation Rubric

Executive Assistant AP: 805C

EXECUTIVE ASSISTANT

Job Related Skills

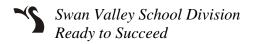
Provides administrative support to the Superint	endent's				
**			S	NI	NA
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	-				
		VC	C	NII	NA
	-		S	111	NA
		S			
•		V.C	C	NIT	NT A
•	•	٧G	S	NI	NA
	aterials				
		***	~		
•		VG	S	NI	NA
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applications and school of choice applications/a	• •				
	Ü	VG	S	NI	NA
Revise and maintain Policies and Administrative	ve				
Procedures and upload on website and distribut	te as requ	iired.			
	O	VG	S	NI	NA
	_		~		
as requested.	O	VG	S	NI	NA
Makas all conference and mosting among an					
	_		C	NII	NA
the Board and the Superintendent	U	VG	3	NI	NA
Maintains an afficient filing system for all	Suparin	andant			
. .			or .		
<u>-</u>			-	NI	NA
an index of the fining system.	O	, 0	Б	111	1 1/1 1
Prepares all correspondence and reports for	the Sur	perinten	dent		
1 1	-				
,	O	VG	S	NI	NA
Copy and distribute informational materials	s (re: wo	orkshop	s,		
Departmental directives, etc.) to schools an	d indivi	duals as	s directe	ed	
by Senior Administration.	O	VG	S	NI	NA
	Department Prepares and distributes the agendas and support materials for Board meetings under the direction Senior Administration. Communicates and prepares for meeting and we for the Board, Leadership Team, and Superinted Department. Prepares and distributes agendas, supporting meand minutes for Committees of the Board and Superintendent. Maintain general records, such as: non-resident applications and school of choice applications/attendent applications and school of choice applications/attendent and upload on website and distributed Attend and record meetings with the Superior as requested. Makes all conference and meeting arranger the Board and the Superintendent Maintains an efficient filing system for all and Board correspondence and other informational materials and the Board, as well as other Senior Admit Copy and distribute informational materials Departmental directives, etc.) to schools and	Department O Prepares and distributes the agendas and supporting materials for Board meetings under the direction of Senior Administration. O Communicates and prepares for meeting and workshops for the Board, Leadership Team, and Superintendent's Department. O Prepares and distributes agendas, supporting materials and minutes for Committees of the Board and Superintendent. O Maintain general records, such as: non-resident applications and school of choice applications/approval O Revise and maintain Policies and Administrative Procedures and upload on website and distribute as requested. O Attend and record meetings with the Superintender as requested. O Maintains an efficient filing system for all Superint and Board correspondence and other information in an index of the filing system. O Prepares all correspondence and reports for the Supand the Board, as well as other Senior Administration O Copy and distribute informational materials (re: wo Departmental directives, etc.) to schools and indivisited.	Prepares and distributes the agendas and supporting materials for Board meetings under the direction of Senior Administration. O VG Communicates and prepares for meeting and workshops for the Board, Leadership Team, and Superintendent's Department. O VG Prepares and distributes agendas, supporting materials and minutes for Committees of the Board and Superintendent. O VG Maintain general records, such as: non-resident applications and school of choice applications/approvals. O VG Revise and maintain Policies and Administrative Procedures and upload on website and distribute as required. O VG Attend and record meetings with the Superintendent as requested. O VG Makes all conference and meeting arrangements for the Board and the Superintendent O VG Maintains an efficient filing system for all Superintendent and Board correspondence and other information including an index of the filing system. O VG Prepares all correspondence and reports for the Superintendent and the Board, as well as other Senior Administration as recovered to the superintendent and the Board, as well as other Senior Administration as recovered to the superintendent and the Board, as well as other Senior Administration as recovered to the superintendent and the Board, as well as other Senior Administration as recovered to the superintendent and the Board, as well as other Senior Administration as recovered to the superintendent and the Board, as well as other Senior Administration as recovered to the superintendent and the Board, as well as other Senior Administration as recovered to the superintendent and the Board, as well as other Senior Administration as recovered to the superintendent and the Board, as well as other Senior Administration as recovered to the superintendent and the Superintendent and the Board, as well as other Senior Administration as recovered to the superintendent and the Board, as well as other Senior Administration as recovered to the superintendent and the Board and the Superintendent and the Board and the S	Department O VG S Prepares and distributes the agendas and supporting materials for Board meetings under the direction of Senior Administration. 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O VG S Copy and distribute informational materials (re: workshops, Departmental directives, etc.) to schools and individuals as directed.	Department O VG S NI Prepares and distributes the agendas and supporting materials for Board meetings under the direction of Senior Administration. O VG S NI Communicates and prepares for meeting and workshops for the Board, Leadership Team, and Superintendent's Department. O VG S NI Prepares and distributes agendas, supporting materials and minutes for Committees of the Board and Superintendent. O VG S NI Maintain general records, such as: non-resident applications and school of choice applications/approvals. O VG S NI Revise and maintain Policies and Administrative Procedures and upload on website and distribute as required. O VG S NI Attend and record meetings with the Superintendent as requested. 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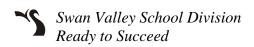
12.	Operate as a member of the Swan Valley Central Office Team to maintain an efficient and effective telephone system, to maintain the office kitchen, and to respond to other cross-related tasks that may be identified by the team or Senior Administration. O VG S NI NA					
13.	Other related duties as may be assigned from	om time	to time.			
		O	VG	S	NI	NA
14.	Attendance	O	VG	S	NI	NA
15.	PUBLIC RELATIONS					
	a) works positively as part of the Divisio	n Offic O	e Team VG	S	NI	NA
	b) interacts positively with other staff	O	VG	S	NI	NA
	c) interacts positively with the public	O	VG	S	NI	NA
16.	PERSONAL QUALITIES/ATTRIBUTES					
	a) punctuality	O	VG	S	NI	NA
	b) dependability	O	VG	S	NI	NA
	c) cooperation	O	VG	S	NI	NA
	d) enthusiasm	O	VG	S	NI	NA
	e) judgment	O	VG	S	NI	NA
	f) adaptability	O	VG	S	NI	NA
	g) confidentiality	O	VG	S	NI	NA
	h) personal appearance	O	VG	S	NI	NA
	i) attitude to work	O	VG	S	NI	NA
	j) accepts responsibility	O	VG	S	NI	NA
	k) accepts direction	O	VG	S	NI	NA



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Comments:

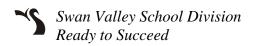
Ratings:	Outstanding	Very Good	Satisfactory	Needs Improvement	Not Applicable
Outstanding	that is all one c performance m maintained. A	an possibly eans a deg Il <u>ratings o</u> aining spec	y expect in all pha ree of performanc f "outstanding" m rific examples that	ling" performance nuses of the work. "of the that can be achieved as the accompanied to the demonstrate the national state of the state	outstanding" work wed but rarely 1 by a written
Very Good	<u>Very Good</u> means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.				
Satisfactory	requirements o period. By this	f his/her po s standard l	osition in a satisfa he/she is a worker	mployee who consictory manner through who has produced erson in the position	ghout the rating what can be
Needs Improvement	position, and he Improvement" employee and l	ence falls brating indinis/her sup	pelow the average cates a positive ne	of the work group. eed for a discussion the shortcomings.	between the
Not Applicable				characteristic is no duties at this time.	ot an expectation



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Growth Plan (Summary)				
Nan	me: Dat	te:		
1.	General Information – position desc	cription		
2.	Growth Plan (Goals)			
3.	Areas of Strength:			
4.	Suggestions for Improvement:			



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5.	Recommendations/Conclusions:			
I hav	ve read and received a co	py of the evaluation.		
Emp	oloyee Signature	Date		
Eval	uator's Signature	Date		
Com	Comments: (additional sheets may be added if required)			