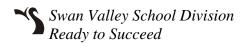


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Name:	School:	Employment Date:
Length of time in present position:	Performance Appraisal Date:	Appraiser Name & Position:

Note: Additional bullets can be used to adapt the evaluation for mutually agreed duties unique to the school, student population, and grade configuration.

EXPECTED RESPONSIBILITIES	1 Inappropriate or Absence of	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not Applicable
 Reception Act as main receptionist for student and public, direct or telephone, contact with school office by receiving inquiries and visitors, delivering messages, and directing students to appropriate settings. Records appointments for school administration. Receives and directs telephone messages for support personnel in the school. 						

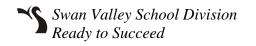


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EXPECTED COMPETENCIES	1 Inappropriate or Absence of	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not Applicable
 Secretarial / Clerical Secretary to school administration. Clerical duties include computer usage, office correspondence, memoranda, reports and forms, copying, arranging teacher interviews, and distributing materials. Bookkeeping and accounting tasks as may be assigned. Distributes and sorts all incoming school mail and processes outgoing mail generated by the school. Establishes and maintains files for correspondence, office order catalogues, office reports, office and school memos, school supervision and timetable schedules, and student mark statements. Uses the Administrative package to maintain student records and information as required. Uses Power School to maintain student records of Type "A" funding (where applicable). Processes incoming and outgoing student files. Assists with layout, preparation, and publishing of regular school newsletters and special programs. Assists with preparation of school supply orders including checking and disbursing supplies when received in the school and maintains record keeping at discretion of the principal. Assists with graduation and closing exercises by doing clerical preparations and other arrangements. Other duties as assigned. 						

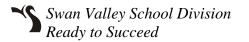
Comments:



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	Absence of	Progressing Towards Meeting Expected Competencies	Meets expected competencies	Often exceeds expected competencies	Always exceeds expected competencies	Not Applicable
 rect student services Assists students with office inquiries and appropriate information. Manages student attendance procedures as established by the school. 						
omments:					·	

EXPECTED COMPETENCIES	1 Inappropriate or Absence of	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not Applicable
 Interpersonal Skills (Students) Develops and maintains positive, appropriate relationships. Recognizes the emotional state of the student. Communicates effectively and appropriately. Models appropriate behaviour. 						
 Interpersonal Skills (Staff) Develops and maintains positive, appropriate relationships. Recognizes the emotional state of the student. 						



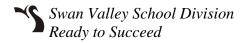
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 Communicates effectively and appropriately. 			
 Models appropriate behaviour. 			
Interpersonal Skills (Community)			
 Models polite, tactful and courteous communication 			
when dealing with members of the public.			
 Develops and maintains positive and appropriate 			
relationships with students, staff, parents and the			
public.			
Comments:			

EXPECTED COMPETENCIES	1 Inappropriate or Absence of	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not Applicable
 Protocol Knows and follows expected protocol (chain of command) when expressing concerns. Knows, follows, and supports school policies and procedures related to discipline. Know and follows division and/or provincial protocols (Medical protocol, Reporting of Suspected Child Abuse). 						

Comments:

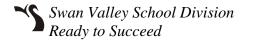


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EXPECTED COMPETENCIES	1 Inappropriate or Absence of	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not Applicable
 Experience Training Professional Development Willingly participates in mandatory workshops. Shows interest/initiative in accepting or acquiring information in areas relevant to their assignment. Appropriately shares new information/materials with school personnel. Demonstrates functional level of competence in the use of computer technology. 						
Comments:						

EXPECTED COMPETENCIES	1 Inappropriate or Absence of	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not Applicable
 Work Ethics Punctual. Honest and dependable, self-disciplined. Demonstrates positive attitude. Demonstrates time management, stress management and ability to deal with change. Accepts diversity and treats everyone with respect. 						
Comments:						



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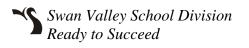
Yes	No
	Yes

Any areas that are ranked at "1 – Inappropriate or Absence of . . ." require a plan of action to remediate. After a probationary period of two months, re-evaluation will occur to ensure the desired improvements are evident.

Plan of Action:

Re-evaluation Date:

Comments:



I have read this report and discussed it with my supervisor. I have received a copy.				
School Administrative Secretary	Principal			
Date	Date			