
Administrative Secretary for Divisional Student Information System & SVRSS

Name:

Department:

Evaluator:

Date Completed:

RATING SCALE

Outstanding

Outstanding is unusual. Genuine “outstanding” performance means performance that is all one can possibly expect in all phases of the work. “Outstanding” work performance means a degree of performance that can be achieved but rarely maintained.

Very Good

Very Good 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

Satisfactory means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard he/she is a worker who has produced what can reasonably be expected of a fully competent person in the position.

Needs Improvement

Needs Improvement means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A “Needs Improvement” rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. A suggestion on how to improve must accompany this comment.

Not Applicable

Not Applicable means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.

JOB-RELATED SKILLS

The Administrative Secretary for Divisional Student Information System & SVRSS provides high-level customer service for Student Information System (SIS) training and support, ensures compliance with the Public Schools Act and Provincial requirements, and supports the administrative functions of SVRSS.

PERFORMANCE CRITERIA

- | | | | | | |
|---|---|----|---|----|----|
| • Database Administration: Maintains data, develops reports, manages security (PowerSchool Support Portal), and provides technical support for the SIS. | O | VG | S | NI | NA |
| • Data Reporting & Compliance: Ensures Provincial compliance for enrollments, course registrations, grades, report cards, and attendance. | O | VG | S | NI | NA |
| • Technical Development: Develops queries and scripts to provide specific student data and supports reporting software. | O | VG | S | NI | NA |
| • Training & Material Creation: Conducts training for teachers, administrative secretaries and administrators; and creates training materials. | O | VG | S | NI | NA |
| • Communication & Website Support: Supports automated communication systems and provides first-level website support. | O | VG | S | NI | NA |
| • Third-Party Data Integration: Manages the export and import of student records for third-party software vendors. | O | VG | S | NI | NA |
| • Scheduling Support: Assists with student course selection, updates SIS course descriptions, and enters scheduling parameters. | O | VG | S | NI | NA |
| • Student Records & Transcripts: Accurately prints and maintains transcripts and assists with post-secondary grade submissions. | O | VG | S | NI | NA |
| • SVRSS Operations: Manages locker assignments, student fees, and the school's Honour Roll database. | O | VG | S | NI | NA |
| • Administrative Processes: Completes month-end reporting and processes MET numbers, exam registrations, and work placement forms. | O | VG | S | NI | NA |

PERFORMANCE CRITERIA

- Front Office & Reception: Demonstrates exemplary secondary reception and front office coverage as required. O VG S NI NA
- Registrations & Files: Facilitates new student registrations and supports the CUM file process. O VG S NI NA
- Documentation Maintenance: Updates the school handbook and registration materials under administrative direction. O VG S NI NA

PUBLIC RELATIONS

- Works positively as part of the SVSD team. O VG S NI NA
- Interacts positively with staff, students, and parents. O VG S NI NA
- Interacts positively with the public and engages in effective communication. O VG S NI NA

PERSONAL QUALITIES/ATTRIBUTES

- Punctuality and Dependability. O VG S NI NA
- Judgment: Effectively handles problematic situations requiring interpretation or negotiation. O VG S NI NA
- Confidentiality: Maintains highly confidential student and divisional information. O VG S NI NA
- Adaptability: Adjusts effectively to changing work assignments and works well under pressure. O VG S NI NA
- Initiative: Demonstrates self-motivation and acts independently without constant supervision. O VG S NI NA
- Professionalism: Maintains professional appearance and a positive attitude toward work. O VG S NI NA

COMMENTS:

GROWTH PLAN (GOALS)

Areas of Strength:

Suggestions for Improvement:

Recommendations/Conclusions/Growth Plan:

I have read and received a copy of the evaluation.

Employee Signature

Date:

Evaluator Signature

Date: