

EXECUTIVE ASSISTANT

Job Related Skills

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|-----|---|---|----|---|----|----|
| 1. | Provides administrative support to the Superintendent's Department | O | VG | S | NI | NA |
| 2. | Prepares and distributes the agendas and supporting materials for Board meetings under the direction of Senior Administration. | O | VG | S | NI | NA |
| 3. | Communicates and prepares for meeting and workshops for the Board, Leadership Team, and Superintendent's Department. | O | VG | S | NI | NA |
| 4. | Prepares and distributes agendas, supporting materials and minutes for Committees of the Board and Superintendent. | O | VG | S | NI | NA |
| 5. | Maintain general records, such as: non-resident applications and school of choice applications/approvals. | O | VG | S | NI | NA |
| 6. | Revise and maintain Policies and Administrative Procedures and upload on website and distribute as required. | O | VG | S | NI | NA |
| 7. | Attend and record meetings with the Superintendent as requested. | O | VG | S | NI | NA |
| 8. | Makes all conference and meeting arrangements for the Board and the Superintendent | O | VG | S | NI | NA |
| 9. | Maintains an efficient filing system for all Superintendent and Board correspondence and other information including an index of the filing system. | O | VG | S | NI | NA |
| 10. | Prepares all correspondence and reports for the Superintendent and the Board, as well as other Senior Administration as required. | O | VG | S | NI | NA |
| 11. | Copy and distribute informational materials (re: workshops, Departmental directives, etc.) to schools and individuals as directed by Senior Administration. | O | VG | S | NI | NA |

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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 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 Division Office Team | O | 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 |

Comments:

| Ratings: | Outstanding | Very Good | Satisfactory | Needs Improvement | Not Applicable |
|-------------------|--|-----------|--------------|-------------------|----------------|
| Outstanding | <u>Outstanding</u> 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. <u>All ratings of “outstanding” must be accompanied by a written statement containing specific examples that demonstrate the nature of the outstanding performance.</u> | | | | |
| 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 | <u>Satisfactory</u> 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 be reasonably expected of a fully competent person in the position. | | | | |
| Needs Improvement | <u>Needs improvement</u> 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. <u>A suggestion on how to improve must accompany this comment.</u> | | | | |
| Not Applicable | <u>Not applicable</u> means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time. | | | | |

Growth Plan (Summary)

Name:

Date:

1. General Information – position description

2. Growth Plan (Goals)

3. Areas of Strength:

4. Suggestions for Improvement:

5. Recommendations/Conclusions:

I have read and received a copy of the evaluation.

Employee Signature Date

Evaluator's Signature Date

Comments: (additional sheets may be added if required)