

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 <ul style="list-style-type: none"> ▪ 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. 						
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
<p>Secretarial / Clerical</p> <ul style="list-style-type: none"> ▪ 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. ▪ Uses the accounting program to maintain 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 maintaining records and inventory of supplies. ▪ Assists with teacher substitutes and educational assistant routines 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. 						
<p>Comments:</p>						

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
Direct student services <ul style="list-style-type: none"> ▪ Assists students with office inquiries and appropriate information. ▪ Manages student attendance procedures as established by the school. 						
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
Interpersonal Skills (Students) <ul style="list-style-type: none"> ▪ Develops and maintains positive, appropriate relationships. ▪ Recognizes the emotional state of the student. ▪ Communicates effectively and appropriately. ▪ Models appropriate behaviour. 						
Interpersonal Skills (Staff) <ul style="list-style-type: none"> ▪ Develops and maintains positive, appropriate relationships. ▪ Recognizes the emotional state of the student. 						

<ul style="list-style-type: none"> ▪ Communicates effectively and appropriately. ▪ Models appropriate behaviour. 						
Interpersonal Skills (Community) <ul style="list-style-type: none"> ▪ 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:						

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Protocol <ul style="list-style-type: none"> ▪ 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:						

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 <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ 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:						

EXPECTED COMPETENCY		
Confidentiality <ul style="list-style-type: none"> ▪ Aware of the need for and maintains confidentiality at all times 	Yes	No
Comments:		

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