

Central Office Administrative Assistant

Annual performance review for _____ school year

Date: _____

Employee name (printed): _____

Supervisor name (printed): _____



- Ineffective: Employee does not perform at an acceptable level (**support and corrective actions are required**)
- Area for Growth: Employee performs more than half the time at an acceptable level while the remaining time performs at an unacceptable level
- Effective: Employee performs duties adequately and effectively almost all the time
- Exemplary: Employee exceeds performance standard

The following performance standards are in reference to the current job description for this position:

Mark (X) in the appropriate box

	Ineffective	Area for Growth	Effective	Exemplary	NA
Quality of work: Work is accurate, thorough, neat, and completed in a timely manner while maintaining confidentiality as needed and required by law.					
Quantity of work: Effectively produces work in accordance with job description and the district, department, and/or building needs.					
Job knowledge: Demonstrates knowledge of job duties and their purpose.					
Job skills: Demonstrates skill in job performance, requiring minimal direction.					
Flexibility and adaptability: Learns new tasks and assignments willingly. Handles situations appropriately as they arise, even under stress.					
Judgement and decision making: Uses good judgement and makes appropriate decisions.					
Organization: Tasks are organized, prioritized, and planned out. Materials, equipment, and work area are clean, organized, and ready.					
Efficiency: Tasks are organized and completed efficiently. Materials are organized and used efficiently.					

	Ineffective	Area for Growth	Effective	Exemplary	NA
<u>Care and operation of equipment:</u> Properly maintains and operates district provided equipment.					
<u>Safety:</u> Follows safety guidelines. Maintains and promotes a safe work environment.					
<u>Compliance:</u> Adheres to district, department, and building policies and regulations, including appropriate recordkeeping and documentation as needed.					
<u>Attendance:</u> Attends, arrives, and leaves work at appropriate times. Complies with district, department, and building processes and procedures around the use of leave.					
<u>Appearance:</u> Appearance and attire are professional and appropriate for work.					
<u>Relationships, communication, and professionalism:</u> Develops effective and caring relationships with students, staff and parents. Represents the district and Board of Education values with all stakeholders.					
<u>Lifelong learner:</u> Stays abreast of new trends related to the position and commits to lifelong learning in regard to the position.					
<u>Work ethic:</u> Demonstrates a positive attitude and an overall positive disposition to being at work.					
<u>Feedback:</u> Accepts and professionally responds to supervisor input, suggestions and/or guidance.					
<u>Service:</u> Demonstrates service oriented characteristics when interacting with colleagues, students, parents and staff.					

Supervisor comments **AND** suggestions and recommendations for improvement in areas of weakness:

Employee signature: _____ Date: _____

****I understand my signature signifies I have discussed this performance review with my supervisor, I have read it in its entirety, and I understand the above information as presented. It does not indicate agreement with its content. If I have any additional comments in regard to this performance review, I must present them to my supervisor within 10 days and they will be attached to this form.***

Supervisor signature: _____ Date: _____

****Supervisor is to make 2 copies of this signed document: The original signed document is to be sent to Central Office, 1 copy is to be given to the employee, and 1 copy is to be retained by the supervisor.***

Self-Evaluation to be completed by the employee prior to the performance review conversation.

A copy of this self-evaluation will be attached to the overall performance review form

Major strengths and accomplishments this school year:

Goal(s) to achieve in the upcoming school year:

What can the district and your supervisor do to further support you and maximize your talents and strengths?