



Michigan City Area Schools

Secretary Evaluation

Name:		School Year:	
Assignment:		Length of Time in Current Assignment:	
Location:			

General Performance Expectations	Rating
<ul style="list-style-type: none"> • Accurately performs assigned responsibilities and tasks, in order to maintain an efficient and orderly office • Accurately and efficiently performs schedule and staff tasks and requests • Accurately and efficiently manages student data tasks • Accurately manages fiscal responsibilities, as appropriate • Provides secretarial support to administration, as directed and needed 	<input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective
Comments:	

Interpersonal Relationships	Rating
<ul style="list-style-type: none"> • Demonstrates an understanding of the structure, operation and function of the district, buildings and various programs and special services of MCAS • Communicates in a timely and effective manner with staff members, other departments, districts and service • Maintains a calm demeanor and a cooperative, appropriate and positive working relationships with MCAS staff, administrators, school district, staff, parents and community agencies • Demonstrates good communication skills. 	<input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective
Comments:	

Other Professional Responsibilities	Rating
<ul style="list-style-type: none"> • Maintains a high level of ethical, behavior and confidentiality regarding all job-related matters • Demonstrates knowledge of technology appropriate to assignment • Demonstrates ability to maintain favorable public relations • Contributes to a positive working relationship with administration or assigned administrator, students, staff and parents • Demonstrate problem-solving skills, organizational skills, patience, creativity, flexibility, and receptivity to change • Participates in relevant educational workshops and meetings as reasonably requested • Performs other duties as assigned • Does employee's attendance pattern affect performance? 	<input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective <input type="checkbox"/> Ineffective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Effective <input type="checkbox"/> Highly Effective
Comments:	

<u><i>Definition of Domain Ratings</i></u>		
<p>1.0-1.74 Ineffective- Performance is poor/or behavior is clearly below acceptable levels.</p> <p>1.75-2.49 Needs Improvement- Performance and/ or behavior is at a minimal competency level and in need of improvement</p> <p>2.5-3.49 Effective- Performance and behavior is competent, dependable and acceptable.</p> <p>3.5-4.0 Highly Effective- Performance and behavior is clearly and consistently exemplary.</p>		
<i>Recommendation to Rehire</i>		
<p style="text-align: center;"> <input type="checkbox"/> This employee is recommended for re-employment <input type="checkbox"/> This employee is not recommended for re-employment </p>		
_____ Signature of Employee* *Indicates that content has been discussed	_____ Signature of Direct Supervisor	_____ Date