



Administrative Assistant to the Superintendent's Department

Administrative Procedure 2.C.30

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: October, 1997

Date Amended: October, 2006; June 2014; December 2016

Administrative Assistant to the Superintendent's Department and Curriculum EVALUATION FORM

Name: _____

Date: _____ Completed by: _____

| Ratings: | Outstanding | Very Good | Satisfactory | Needs Improvement | Not Applicable |
|----------|-------------|-----------|--------------|-------------------|----------------|
|----------|-------------|-----------|--------------|-------------------|----------------|

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. All ratings of "outstanding" must be accompanied by a written statement containing specific examples that demonstrate the nature of the outstanding performance.

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 be 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

| | | | | | | |
|-----|---|---|----|---|----|----|
| 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. | Provide clerical support for the Curriculum Consultant and Divisional CTS Consultant. | O | VG | S | NI | NA |
| 6. | Maintain general records, such as: nonresident applications and school of choice applications/approvals. | O | VG | S | NI | NA |
| 7. | Update the Division website and check the Division email on a daily to weekly basis. | O | VG | S | NI | NA |
| 8. | Prepares and distributes the Evergreen Exchange Newsletter and Annual Community Report. | O | VG | S | NI | NA |
| 9. | Revise and maintain Policies and Administrative Procedures and upload on website and distribute as required. | O | VG | S | NI | NA |
| 10. | Attend and record meetings with the Superintendent as requested. | O | VG | S | NI | NA |
| 11. | Makes all conference and meeting arrangements for the Board and the Superintendent | O | VG | S | NI | NA |
| 12. | 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 |
| 13. | Prepares all correspondence and reports for the Superintendent and the Board, as well as other Senior Administration as required. | O | VG | S | NI | NA |
| 14. | Prepare and upload items to the division website for Leadership Team meetings | O | VG | S | NI | NA |
| 15. | Copy and distribute informational materials (re: workshops, Departmental directives, etc.) to schools and individuals. | O | VG | S | NI | NA |
| 16. | Follow FIPPA, Department and Divisional Policy regulations on Pupil files and Record Management for the Division Office. | O | VG | S | NI | NA |
| 17. | Maintain updated enrolment and suspension data, as well as related spreadsheets. | O | VG | S | NI | NA |

| | | | | | | |
|-----|---|----------|-----------|----------|-----------|-----------|
| 18. | Provide emergency relief to afternoon transportation monitoring duties in the absence of transportation personnel. | O | VG | S | NI | NA |
| 19. | Operate as a member of the Education Support Centre 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 |
| 20. | Other related duties as may be assigned from time to time. | O | VG | S | NI | NA |
| 21. | ATTENDANCE | O | VG | S | NI | NA |
| 22. | PUBLIC RELATIONS | | | | | |
| | a) works positively as part of the ESC 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 |
| 23. | 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:

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

Evaluator's Signature

Date

Comments: (additional sheets may be added if required)