

STANDARDS FOR QUALITY PROFESSIONAL PRACTICE
ADMINISTRATIVE ASSISTANT/SECRETARY

Name: _____ **Position:** _____ **Location:** _____

Evaluation Period: From _____ **To:** _____ ☐ **Probationary** ☐ **Annual**

	Problem Area	Approaches Standard	Meets Standard
WORK HABITS	☐	☐	☐
- Consistently performs duties with minimal supervision; - Takes initiative; self-directed; anticipates future work needs; - Seeks to enhance the position and work environment; - Completes tasks in a timely manner; - Accepts new or different conditions; adjusts quickly; cooperative; flexible in supporting other staff members as needed; - Consistently keeps work organized; sets appropriate priorities to carry out duties effectively and efficiently; - Remains up-to-date on district policies and procedures; - Effectively uses software programs that are appropriate and necessary for position and stays current with technology applications to enhance efficiency; - Uses good judgment, common sense and discretion;	Comments/Goals:		
COMMUNICATION/TEAMWORK	☐	☐	☐
- Positively and constructively communicates with colleagues; - Uses positive, "customer service" skills with students, parents, all district staff and patrons, in person, e-mail and on the phone; - Promptly greets and responds to students and visitors to the school or department office; - Responds to e-mails in a timely manner; - Follows written and verbal directions; - Uses appropriate problem solving and communication skills to work as an effective member of the instructional/building team; - Consistently demonstrates strong, written communication skills, including solid proofreading skills in spelling, grammar and punctuation; - Uses tact and diplomacy in daily interactions with staff, students, parents and patrons of the school district;	Comments/Goals:		
STUDENT SUPPORT	☐	☐	☐
- Acts as a positive role model for students; - Provides positive behavioral support and management of students; - Has knowledge of, and ability to follow, required health, safety and emergency procedures as indicated; - Positively responds to individual student needs;	Comments/Goals:		

	Problem Area	Approaches Standard	Meets Standard
ATTENDANCE/PUNCTUALITY	☐	☐	☐
- Regular attendance supports consistency in the work environment; - Timely notice is given when absence is anticipated and proper procedures are followed; - Arrives prepared to work at designated start time; - Works full shift; leaves at designated end time. - Consistently follows assigned schedule;	Comments/Goals:		
PROFESSIONALISM	☐	☐	☐
- Has the ability to analyze situations and make appropriate decisions; - Maintains confidentiality, regarding student, staff and school issues, at all times, both at work and after work hours; - Saves personal tasks and communications for outside of work time; - Exhibits a positive attitude and enthusiasm; - Maintains professional dress and appearance; - Seeks professional growth opportunities as it pertains to job assignment; - Attends and actively participates at requested meetings and trainings; - Accepts and responds appropriately to feedback; - Demonstrates ability to work under pressure and manage stress;	Comments/Goals:		
Other Comments:			

NOTE: Additional information may be attached.

Any added information must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report; only that she/he has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.

Employee Signature:

Date:

Evaluator Signature:

Date:

Employee Statement attached: Yes No