

Education Support Centre Administrative Assistant Evaluation Administrative Procedure 2.C.110 2.0 Human Resources 2.C Evaluation and Growth

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

Legal Reference:

Date Adopted: February 2025

## Date Amended:

Nata	•
Date	
	•

Name: \_\_\_\_\_\_

Completed by: \_\_\_\_\_

## Legend

C= consistently-almost all of the time U= usually-more than half of the time S= sometimes-less than half of the time R= rarely-almost never or never N/A= non-applicable

JOB RELATED SKILLS					
	С	U	S	R	N/A
Serves as the receptionist in an inviting and pleasant manner to visitors/callers to the Education Support Centre and direct inquiries to appropriate personnel.					
Maintains an efficient and effective telephone system and maintains the office kitchen.					
Efficiently manages bookings of Education Support Centre Board Room.					
Acknowledges staff illnesses, losses or births and sends retirement/resignation gifts as per Board policy.					
Orders name plates, business cards and office supplies (including kitchen and PD supplies).					
Maintains the office postage machine with software updates, funds, and printing supplies.					
Delivers mail to the Post Office daily, pick up mail and distribute.					
Completes bank deposits.					

Updates the Division website with information regarding Division and School events and checks the Division email on a daily to weekly basis.Image: Constraint of the Constraint of Constraint of Constraint of the Constraint of Constraint of the Constraint of Co		r	1	1		
daily to weekly basis.Image: Creates graphic designs when requested.Image: Creates and posts approved social media postings.Image: Creates and report of division events, professional development and training opportunities.Image: Creates applications for substitutes and prepare and distribute a substitute list as required.Image: Creates applications for substitutes and prepare and distribute a substitute list as required.Image: Creates and maintains long time employee service list.Image: Creates and maintains long time employee service list.Image: Creates Creates and distribute all new teacher contracts.Image: Creates Creates and distributes a directory of all staff and update as required.Image: Creates Creates and distributes a directory of all staff.Image: Creates Creates Creates and distributes all hiring forms, resignations/retirement letter and any other personnel related correspondence for all staff.Image: Creates Cre						
Creates graphic designs when requested.Image: Constraint of the second seco	Division and School events and checks the Division email on a					
Creates and posts approved social media postings.Image: Creates and posts approved social media postings.Image: Creates and posts approved social media postings.Works with schools on various initiatives, such as the standardization of information across the division.Image: Creates and Posts approved social media postings.Image: Creates applications of information across the division.Image: Creates applications of rules and propers and distribute a substitute and training opportunities.Image: Creates applications for substitutes and prepare and distribute a substitute list as required.Image: Creates applications for substitutes and prepare and distribute a substitute list as required.Image: Creates applications for substitutes seniority lists.Image: Creates applications for substitutes seniority lists.Image: Creates applications for Senior Administration and maintain on file.Image: Creates applications approved service list.Image: Creates applications for substitutes and propers to Senior Administration and maintain on file.Image: Creates applications approved service list.Image: Creates applications ap	daily to weekly basis.					
Works with schools on various initiatives, such as the standardization of information across the division.Image: Constraint of the information across the division.Provides support for division events, professional development and training opportunities.Image: Constraint of the information across the division.Image: Constraint of the information across the division.Maintains complete employee files.Image: Constraint of the information for substitutes and prepare and distribute a substitute list as required.Image: Constraint of the information and maintainImage: Constraint of the information and maintainPrepares, maintains, and distributes seniority lists.Image: Constraint of the information and maintain on file.Image: Constraint of the informa	Creates graphic designs when requested.					
standardization of information across the division.Image: Constraint of the second of the	Creates and posts approved social media postings.					
standardization of information across the division.Image: Constraint of the second of the	Works with schools on various initiatives, such as the					
development and training opportunities.Image: Constraint of the second seco						
Maintains complete employee files.Image: Complex of the second secon	Provides support for division events, professional					
Receives applications for substitutes and prepare and distribute a substitute list as required.Image: Constraint of the substitute list as required.Image: Constraint of the substitute list as required.Prepares, maintains, and distributes seniority lists.Image: Constraint of the substitute list as required.Image: Constraint of the substitute list as required.	development and training opportunities.					
distribute a substitute list as required.Image: Constraint of the section of the secti	Maintains complete employee files.					
distribute a substitute list as required.Image: Constraint of the section of the secti	Receives applications for substitutes and prepare and					
Prepares and maintains long time employee service list.Image: Constraint of the service list.Image: Constraint of the service list.Receives Child Abuse and Criminal Record checks, report questionable reports to Senior Administration and maintain on file.Image: Constraint of the service list.Image: Constraint of the service list.Prepares and distribute all new teacher contracts.Image: Constraint of the service list.Image: Constraint of the service list.Image: Constraint of the service list.Generates and distributes all new teacher contracts.Image: Constraint of the service list.Image: Constraint of the service list.Image: Constraint of the service list.Prepares advertisements/postings for all staff and update as required.Image: Constraint of the service list.Image: Constraint of the service list.Image: Constraint of the service list.Prepares advertisements/postings for all staff.Image: Constraint of the service list.Image: Constraint of the service list.Image: Constraint of the service list.Prepares and keep files of all layoffs and recall letters.Image: Constraint of the service list.Image: Constraint of the service list.Image: Constraint of the service list.PUBLIC RELATIONSCUSRN/AWorks positively as part of the ESC teamImage: Constraint of the service list.Image: Constraint of the service list.Image: Constraint of the service list.						
Receives Child Abuse and Criminal Record checks, report questionable reports to Senior Administration and maintain on file.Image: Constant of the constant of	Prepares, maintains, and distributes seniority lists.					
questionable reports to Senior Administration and maintain on file.Image: Senior Administration and maintain on file.<	Prepares and maintains long time employee service list.					
on file.IIIIIPrepares and distribute all new teacher contracts.IIIIGenerates and distributes a directory of all staff and update as required.IIIIPrepares advertisements/postings for all staff.IIIIIReceives, verifies, and distributes all hiring forms, resignations/retirement letter and any other personnel related correspondence for all staff.IIIIPrepares and keep files of all layoffs and recall letters.IIIIIResponds to Teacher Leave – Substitute booking requestsIIIIIWorks positively as part of the ESC teamIIIIII	Receives Child Abuse and Criminal Record checks, report					
Prepares and distribute all new teacher contracts.Image: Contracts of the sector of all staff and update as required.Image: Contracts of the sector of all staff and update as required.Image: Contract of the sector of all staff and update as required.Image: Contract of the sector of all staff and update as required.Image: Contract of the sector of all staff and update as required.Image: Contract of the sector of the sector of all staff.Image: Contract of the sector	questionable reports to Senior Administration and maintain					
Generates and distributes a directory of all staff and update as required.Image: Comparison of the test of te	on file.					
as required.Image: Constraint of the test of test	Prepares and distribute all new teacher contracts.					
Prepares advertisements/postings for all staff.Image: Constraint of the ESC teamImage: Constraint of the ESC team	Generates and distributes a directory of all staff and update					
Receives, verifies, and distributes all hiring forms, resignations/retirement letter and any other personnel related correspondence for all staff.Image: Constraint of the constr	as required.					
resignations/retirement letter and any other personnel related correspondence for all staff.Image: Constraint of the staff.Image: Constraint of the staff.Prepares and keep files of all layoffs and recall letters.Image: Constraint of the staff.Image: Constraint of the staff.Image: Constraint of the staff.Responds to Teacher Leave – Substitute booking requestsImage: Constraint of the staff.Image: Constraint of the staff.Image: Constraint of the staff.PUBLIC RELATIONSImage: Constraint of the staff.Image: Constraint of the staff.Image: Constraint of the staff.Works positively as part of the ESC teamImage: Constraint of the staff.Image: Constraint of the staff.Image: Constraint of the staff.	Prepares advertisements/postings for all staff.					
related correspondence for all staff.Image: Correspondence for all staff.Image: Correspondence for all staff.Prepares and keep files of all layoffs and recall letters.Image: Correspondence for all staff.Image: Correspondence for all staff.Responds to Teacher Leave – Substitute booking requestsImage: Correspondence for all staff.Image: Correspondence for all staff.PUBLIC RELATIONSCUSRWorks positively as part of the ESC teamImage: Correspondence for all staff.Image: Correspondence for all staff.	Receives, verifies, and distributes all hiring forms,					
Prepares and keep files of all layoffs and recall letters.IIIIResponds to Teacher Leave – Substitute booking requestsIIIIIPUBLIC RELATIONSCUSRN/AWorks positively as part of the ESC teamIIIII	resignations/retirement letter and any other personnel					
Responds to Teacher Leave – Substitute booking requests      I      I      I        PUBLIC RELATIONS      C      U      S      R      N/A        Works positively as part of the ESC team      I      I      I      I      I	related correspondence for all staff.					
PUBLIC RELATIONS    C    U    S    R    N/A      Works positively as part of the ESC team    I    I    I    I	Prepares and keep files of all layoffs and recall letters.					
Works positively as part of the ESC team	Responds to Teacher Leave – Substitute booking requests					
	PUBLIC RELATIONS	C	U	S	R	N/A
Interacts positively with school staff	Works positively as part of the ESC team					
	Interacts positively with school staff					

Interacts positively with the public					
PERSONAL QUALITIES / ATTIBUTES	С	U	S	R	N/A
Punctuality and attendance					
Dependability					
Cooperation					
Enthusiasm					
Judgment					
Adaptability					
Confidentiality					
Personal appearance					
Attitude to work					
Accepts responsibility					
Accepts direction					
Growth Plan Goals:					
Areas of Strength:					
Suggestions for Improvement:					
Recommendations/Conclusions:					

I have read and received a copy of the evaluation.

EMPLOYEE SIGNATURE

DATE

EVALUATOR'S SIGNATURE

DATE

COMMENTS:

Evergreen School Division

Manual of Administrative Procedures