Education Support Centre
Administrative Assistant Evaluation
Administrative Procedure 2.C.110

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

Legal Reference:

Date Adopted: February 2025

Date Amended:

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					
	C	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.					
Creates graphic designs when requested.					
Creates and posts approved social media postings.					
Works with schools on various initiatives, such as the standardization of information across the division.					
Provides support for division events, professional development and training opportunities.					
Maintains complete employee files.					
Receives applications for substitutes and prepare and distribute a substitute list as required.					
Prepares, maintains, and distributes seniority lists.					
Prepares and maintains long time employee service list.					
Receives Child Abuse and Criminal Record checks, report questionable reports to Senior Administration and maintain on file.					
Prepares and distribute all new teacher contracts.					
Generates and distributes a directory of all staff and update as required.					
Prepares advertisements/postings for all staff.					
Receives, verifies, and distributes all hiring forms, resignations/retirement letter and any other personnel related correspondence for all staff.					
Prepares and keep files of all layoffs and recall letters.					
Responds to Teacher Leave – Substitute booking requests					
PUBLIC RELATIONS	C	U	S	R	N/A
Works positively as part of the ESC team					
Interacts positively with school staff					

Interacts positively with the public					
PERSONAL QUALITIES / ATTIBUTES	C	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:

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_____

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