

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		
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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