



# Maintenance Administrative Assistant Evaluation Administrative Procedure 2.C.115

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:** December 2003

**Date Amended:** February 2025

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
Provides clerical support for the Buildings Supervisor.					
Assists the Buildings Supervisor in preparing for meetings and workshops.					
Assists with the processing of maintenance invoices in accounting software.					
Monitors and update absence and leave requests in accounting software.					
Records maintenance extra hours in accounting software.					
Assists with maintenance / caretakers personnel PD.					
Maintains filing of maintenance files – paper and digital.					
Other related duties as may be assigned from time to time.					
PUBLIC RELATIONS	C	U	S	R	N/A
Works positively as part of the OSC team					
Interacts positively with school staff					

Interacts positively with the public					
PERSONAL QUALITIES / ATTRIBUTES	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:

---

---

---

---

---