



Student Services Administrative
Assistant Evaluation
Administrative Procedure 2.C.135

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 Learning Coordinator, Clinicians and Consultants.					
Communicates and prepares for meetings and workshop for Student Services.					
Maintains general records including FIPPA requests.					
Maintains records and retains student and clinician documents as per pupil file guidelines.					
Maintains and tracks archived files (Cumulative, attendance, etc.)					
Maintains all records for student services such as: Health Care Plans, clinician reports.					
In working with Safety Officer, maintain records of lockdown drills, Emergency Response Plans					
Works with schools on various initiatives.					

Provides support for events, professional development and training opportunities.					
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 ESC 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:
