



## Administrative Assistant Operations Evaluation

### Administrative Procedure 2.C.20

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

Legal Reference:

Date Adopted: October, 1997

Date Amended: October 2006

### Operations Administrative Assistant EVALUATION FORM

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

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

Ratings:	Outstanding	Very Good	Satisfactory	Needs Improvement	Not Applicable
Outstanding	<u>Outstanding</u> is unusual. Genuine “outstanding” performance means performance that is all one can possibly expect in all phases of the work. “outstanding” work performance means a degree of performance that can be achieved but rarely maintained. <u>All ratings of “outstanding” must be accompanied by a written statement containing specific examples that demonstrate the nature of the outstanding performance.</u>				
Very Good	<u>Very Good</u> means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.				
Satisfactory	<u>Satisfactory</u> means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard he/she is a worker who has produced what can be reasonably be expected of a fully competent person in the position.				
Needs Improvement	<u>Needs improvement</u> means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A “Needs Improvement” rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. <u>A suggestion on how to improve must accompany this comment.</u>				
Not Applicable	<u>Not applicable</u> means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.				

**JOB RELATED SKILLS**

1.	Respond to requests for substitute bus drivers, caretakers and assigns replacements, assigns bus drivers for extra curricular trips, and monitors the 2 way radio.	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
2.	Provide administrative support for the Director of Operations	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
3.	Review the office supply inventory on a regular basis and order supplies as required with the office budget allocations.	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
4.	Word process, copy, collate and distribute agendas, minutes, supporting materials and reports for the Maintenance and Transportation Committee and the Workplace, Safety and Health Committee.	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
5.	Provide assistance to the Director of Operations in maintaining the Workplace Safety and Health Program for the school division including inventories, WHMIS manuals, MSDS, labels and other duties as required.	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
6.	Operate as a member of the Education Support Centre office team to maintain an efficient and effective telephone system and to respond to other cross-related tasks that may be identified by the team or Senior Administration including but not limited to preparing correspondence for Senior Administration in emergent situations as required.	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
7.	Maintain the Education Support Centre kitchen.	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
8.	Respond to requests for substitute teachers, assign replacements and complete all related data entry as required.	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
9.	Receive and distribute daily incoming internal and external mail, parcels.	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
10.	Other related duties as may be assigned from time to time.	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
11.	<b>ATTENDANCE</b>	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
	<b>PUBLIC RELATIONS</b>					
	a) works positively as part of the ESC team	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
	b) interacts positively with other staff	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
12.	c) interacts positively with the public	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
	<b>PERSONAL QUALITIES / ATTIBUTES</b>					
	a) punctuality	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
	b) dependability	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>

	c) cooperation	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
	d) enthusiasm	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
	e) judgement	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
	f) adaptability	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
	g) confidentiality	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
	h) personal appearance	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
	i) attitude to work	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
	j) accepts responsibility	<b>O</b>	<b>VG</b>	<b>S</b>	<b>NI</b>	<b>NA</b>
13.	k) accepts direction	<b>O</b>	<b>VG</b>	<b>S</b>	<b>O</b>	<b>NA</b>

Comments:

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## Growth Plan (Summary)

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

1. General Information – position description
  
  
  
  
  
  
  
  
  
  
2. Growth Plan (Goals)
  
  
  
  
  
  
  
  
  
  
3. Areas of Strength:
  
  
  
  
  
  
  
  
  
  
4. Suggestions for Improvement:
  
  
  
  
  
  
  
  
  
  
5. Recommendations/Conclusions:

I have read and received a copy of the evaluation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

Comments: (additional sheets may be added if required)