



School Secretary Evaluation Administrative Procedure 2.C.45

2.0 Human Resources
2C Evaluation and Growth

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

Legal Reference:

Date Adopted: October 1997

Date Amended: October 2006, February 2025

Evaluation Procedure

1. Principals will review the evaluation format with the School Secretary each September or upon hiring.
2. Principals are responsible for signing and communicating evaluations.
3. Evaluation procedures and timelines vary according to length of employment:
 - a. **Probationary employees:** Part 1 and 2 must be completed before three months of employment.
 - b. **Secretaries new to the position:** Part 1 and 2 must be completed annually by mid June for the first two years of employment.
 - c. **Secretaries new to a school:** Part 1 and 2 must be completed by mid June of the first year, then every second year thereafter.
 - d. **Secretaries employed longer than two years:** Part 2 only must be completed by mid June, every second year of employment.
 - e. **Secretaries identified with performance concerns:** Part 1 and 2 must be completed by mid June of the year that the concerns exist.
4. Completed evaluations are to be shared with, and copied to, the School Secretary. Original form is to be forwarded to the Human Resources Officer for placement in personnel files (by the end of June).
5. School Secretaries who disagree with an evaluation should first request reconsideration by the Principal. A School Secretary who still disagrees with an evaluation may appeal to the Superintendent in writing within seven days of receipt of the evaluation.



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SCHOOL SECRETARY

Evaluation Form – Part 1

Note: This section is to be completed for all employees by the end of May.

Name: _____

School _____

Job Classification: _____

Completed by _____

Date Completed: _____

Rating Scale

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

1. PERSONAL QUALITIES/ATTRIBUTES

| | C | U | S | R | N/A |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ▪ Punctuality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Dependability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Cooperation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Enthusiasm | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Judgment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Adaptability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Confidentiality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Attitude to work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Accepts responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ▪ Accepts direction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Time management skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. INTERPERSONAL SKILLS

| | C | U | S | R | N/A |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ▪ Works positively as part of the school team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Interacts positively with students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Displays common courtesy to all | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Follows lines of communication | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. JOB RELATED SKILLS

| | C | U | S | R | N/A |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ▪ ICT Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Organization and accuracy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Reception Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Accounting skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Office procedure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Written/Oral Communication | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Completion and Submission of Forms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Record Keeping | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Quality of Work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Quantity of Work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. RESPONSIBILITIES AND DUTIES

| | C | U | S | R | N/A |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ▪ Support to School Administration | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Maintenance of School Records | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Reception | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ▪ Operations of Office Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Processing of Mail | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Purchase Order Processing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Maintenance of School Funds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ General Duties | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS

I have read and received a copy of the evaluation.

Employee Signature

Date

Principal Signature

Date

SCHOOL SECRETARY

Evaluation Form – Part 2

Note: This section is to be completed for all employees by the end of May.

Name: _____ School: _____

Completed by: _____ Date Completed: _____

Current Assignment: _____

1. Areas of Strength

2. Suggestions for Improvement

3. Comments

Employee Signature

Date

Principal Signature

Date

- I request that my Principal reconsider this evaluation.
- I do not request that my Principal reconsider this evaluation.
- I will be appealing this evaluation to the Superintendent.
- I will not be appealing this evaluation to the Superintendent.

Appeals must be submitted in writing within seven days of receipt of evaluation.

Employees are to be provided with a copy of the completed evaluation.

Please forward original to the Human Resources Officer by end of June.