

ADMINISTRATIVE SECRETARY - EVALUATION

NAME \_\_\_\_\_

DATE \_\_\_\_\_, 19\_\_

Superior---5  
 Good-----4  
 Average----3  
 Fair-----2  
 Poor-----1

1. District Office Operations

- \_\_\_\_\_ a. Prepare outgoing and receive incoming mail for the district office.
- \_\_\_\_\_ b. Serve as district office receptionist by answering phones, taking messages, and receiving employees and visitors.
- \_\_\_\_\_ c. Maintain the district office in an efficient and effective manner.

2. General Clerical and Secretarial Work

- \_\_\_\_\_ a. Type and distribute memos and correspondence from the district administrator.
- \_\_\_\_\_ b. Maintain district office and personnel files.
- \_\_\_\_\_ c. Keep daily records of absences of all school employees.
- \_\_\_\_\_ d. Prepare purchase orders as needed throughout the school year and during requisition processing.
- \_\_\_\_\_ e. Complete DPI annual Transportation and Attendance reports.

4. Maintain Board Minutes and Policies

- \_\_\_\_\_ a. Assemble and distribute Board packets for all regular and special meetings.
- \_\_\_\_\_ b. Post agendas in required locations and mail agendas to local media as directed by the Board.
- \_\_\_\_\_ c. Type and file official minutes of all open and closed sessions of regular and special Board meetings.
- \_\_\_\_\_ d. Type and distribute copies of all Board policies to Board members, district administrator, and principals.
- e. Assist in setting up meeting area for all Board meetings.

5. Other Responsibilities

- \_\_\_\_\_ a. Perform other duties as may be required.

\_\_\_\_\_ Total Points      Overall Performance Rating \_\_\_\_\_

\_\_\_\_\_  
 Employee

Date \_\_\_\_\_

\_\_\_\_\_  
 District Administrator

Date \_\_\_\_\_

The employee's signature only indicates that s/he has read the above evaluation and does not necessarily mean that s/he is in agreement with the evaluation. Employees are invited to attach any additional comments to this evaluation.