

RSU No. 5  
Office Secretary Evaluation

Name:  
Date:

Job Title:  
School:

1. Does Not Meet Expectations	2. Partially Meets Expectations	3. Meets Job Expectations	4. Exceeds Job Expectations
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	Rating	Comments
Individual has the knowledge to work effectively.		
Show dependability with the ability to do required job well without supervision and to complete tasks in a thorough, complete and timely manner as requested by the administrator and the demands of the position.		
Shows creativity, innovation, problem solving skills, and willingness to take on difficult jobs.		
Operates in a courteous and tactful manner, exhibits patience and respect for others and demonstrates flexibility and cooperation. Functions as a team player.		
Consistency and ability to withstand pressure and accept constructive criticism.		
Conscientious. Generally catches own mistakes. Work is very neat and well organized. Ability to multi-task.		
Communicates effectively and appropriately with students, teachers, parents and administrators.		
Maintain confidentiality about all aspects of administrative work, student performance and written and oral records.		
Follow health and safety procedures established by the system.		
Arrive and depart punctually, notifying appropriate personnel about absences and coverage.		
Demonstrate dependability, integrity and other ethical standards.		

Areas of Strength:

Areas for Growth:

**Satisfactory**

If 50% or more of the indicators receive a 3 or 4, it indicates a satisfactory rating.

**Unsatisfactory**

More than 50% of the indicators receiving a 1 or 2 indicates an unsatisfactory rating. Employees receiving an unsatisfactory rating will meet with administration to develop an action plan that addresses areas of concern. Re-evaluations may be part of this action plan.

Employee's Response:

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

School Employee: \_\_\_\_\_ Date: \_\_\_\_\_