

SCHOOL DISTRICT OF GADSDEN COUNTY

SECRETARY IV

PERFORMANCE APPRAISAL

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

1. SERVICE DELIVERY

Category Definitions

- 1. Maintain a calendar of scheduled events.
2. Receive and route telephone calls.
3. Type and produce manuals, presentation materials and reports as requested.
4. Provide bookkeeping services as requested.
5. Keep daily appointment calendars for designated supervisors as requested.
6. Type letters and other correspondence as requested.
7. Establish and maintain files as necessary.
8. Perform tasks specific to the assigned department.

Source Code (circle choices)

- A. Behavioral Event Interview
B. Direct Documentation
C. Indirect Documentation
D. Training Programs Competency Acquisition
E. Evaluatee Provided
F. Confirmed Observation

Rating Code (circle one)

- Unsatisfactory Needs Improvement Effective Very Effective Outstanding

## SECRETARY IV (Continued)

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

Category Definitions					
9. Maintain effective working relationships with others. 10. Maintain good attendance, punctuality, and confidentiality. 11. Participate in training to update skills.					
Source Code <small>(circle choices)</small>					
A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
Rating Code <small>(circle one)</small>					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

**3. SYSTEM SUPPORT**

Category Definitions					
12. Assist in budget procedures. 13. Perform bookkeeping tasks as needed. 14. Provide miscellaneous clerical services for various boards and committees on which designated supervisors serve. 15. Answer inquiries about the educational program, forwarding to the appropriate personnel when necessary. 16. Perform other duties as assigned.					
Source Code <small>(circle choices)</small>					
A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
Rating Code <small>(circle one)</small>					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

## SECRETARY IV (Continued)

**4. WORKSITE SERVICE STANDARDS****Control Dimension**

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

**An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.**

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| <b>A. Behavioral Event Interview</b> | <b>B. Direct Documentation</b> | <b>C. Indirect Documentation</b> | <b>D. Training Programs Competency Acquisition</b> | <b>E. Evaluatee Provided</b> | <b>F. Confirmed Observation</b> |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

**Rating Code** (circle one)

**Unsatisfactory      Needs Improvement      Effective      Very Effective      Outstanding**

**5. ASSESSMENT AND OTHER SERVICES****Control Dimension**

The use of the adopted performance appraisal system for instructional and other employees.  
The accurate and timely filing of all school reports.  
The completion of required professional development services.

(Special Note)

**An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.**

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| <b>A. Behavioral Event Interview</b> | <b>B. Direct Documentation</b> | <b>C. Indirect Documentation</b> | <b>D. Training Programs Competency Acquisition</b> | <b>E. Evaluatee Provided</b> | <b>F. Confirmed Observation</b> |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

**Rating Code** (circle one)

**Unsatisfactory      Needs Improvement      Effective      Very Effective      Outstanding**

SECRETARY IV (Continued)

**OVERALL RATING: (enter total scores)**

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Effective \_\_\_\_\_ Very Effective \_\_\_\_\_ Outstanding \_\_\_\_\_

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Evaluatee Date

Comments of the Evaluator:

\_\_\_\_\_  
Signature of Evaluator Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_