**MCPS-MMCEO Secretary Performance Review**

**RATINGS**

The following scale is used for all ratings in the review.

* **Exceeds expectations** – consistently delivers exceptional results, is a model for others to follow.
* **Meets expectations** – consistently meets expectations in all areas.
* **Training recommended** – meets expectations in most areas, but needs training for proficiency.
* **Not applicable** - this does not apply to the current job responsibilities as defined.

|  |  |
| --- | --- |
| Employee |  |
| Job Title |  |
| Date |  |
| Location |  |
| Supervisor |  |
| Evaluation Type | Annual  | Probationary |

**Performance Indicators**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assistance for Principal/Director** | Exceeds Expectations | Meets Expectations | Training Recommended | Not Applicable |
| Answers telephone and emails, provides information, takes and relays messages |  |  |  |  |
| Assists walk-in visitors, staff, parents, and students. |  |  |  |  |
| Prepares and maintains files, records, including student enrollments/withdrawals. |  |  |  |  |
| Maintains accurate information in District’s student information system(s) |  |  |  |  |
| Greets and assists walk-in visitors, students, staff, and parents. |  |  |  |  |
| Accurately manages fiscal responsibilities as assigned appropriately. |  |  |  |  |
| Compiles and reports staffing, budget, and program information for local, state and federal reports. |  |  |  |  |
| Maintains and respects confidentiality of student and school personnel information. |  |  |  |  |

Comments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assistance to Students** | Exceeds Expectations | Meets Expectations | Training Recommended | Not Applicable |
| Assists sick/injured students and notifying parents when appropriate. |  |  |  |  |
| Processed transcript/record requests. |  |  |  |  |
| Assists with student enrollment, withdrawal. |  |  |  |  |
| Maintains accurate activity rosters, processes bus requests and manages student travel arrangements. |  |  |  |  |
| Collects/records activity fees, lunch fees, book fines, etc. |  |  |  |  |

Comments:

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| --- | --- | --- | --- | --- |
| **Provides Clerical Assistance by** | Exceeds Expectations | Meets Expectations | Training Recommended | Not Applicable |
| Maintains inventory, distributes supplies and orders supplies, equipment, and materials. |  |  |  |  |
| Processes warehouse requisitions, purchase orders, print shop requisitions and catering forms. |  |  |  |  |
| Receives, distributes, and processes mail. |  |  |  |  |
| Monitors payroll timesheets and petty cash. |  |  |  |  |

Comments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Work Habits and Behavior** | Exceeds Expectations | Meets Expectations | Training Recommended | Not Applicable |
| Complies with District policies, regulations and procedures including FERPA, HIPPA and state laws. |  |  |  |  |
| Communicates in a timely and effective manner with staff members and other District departments. |  |  |  |  |
| Consistently completes tasks in an accurate and timely manner prior to expected deadlines. |  |  |  |  |
| Follows classroom/building/District protocols in emergency situations. |  |  |  |  |
| Complies with District dress and grooming guidelines. |  |  |  |  |
| Maintains collaborative, appropriate and positive working relationships with staff, administrators, District staff, parents, and community groups. |  |  |  |  |
| Maintains a high level of ethical behavior and confidentiality regarding all job-related matters as required. |  |  |  |  |
| Demonstrates problem-solving skills, organizational skills, patience, creativity, flexibility, and receptivity to change. |  |  |  |  |
| Demonstrates ability to perform tasks with little or no supervision.  |  |  |  |  |
| Demonstrates willingness to accept suggestions and/or direction in performance of tasks. Follows both oral and written instructions accurately. |  |  |  |  |
| Exercises independent judgement appropriately. |  |  |  |  |
| Shows initiative when working in a changing environment. |  |  |  |  |
| Uses materials and equipment effectively. |  |  |  |  |
| Exhibits good safety habits for students and self. |  |  |  |  |
| Handles stressful situations effectively. |  |  |  |  |

Comments:

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| --- |
| Summary: |

|  |
| --- |
| Training recommendations (opt.) |

I acknowledge that this performance evaluation was reviewed by the employee and supervisor on this date. Signature of this document does not imply agreement with evaluation.

# Supervisor Date \_

Employee Date

## An employee may attach a written rebuttal to his/her evaluation within twenty (20) working days after receipt of his/her copy of the evaluation.

Date evaluation received by HR: by

 Position Title

Employee option:

Date employee rebuttal received by HR: \_\_\_\_\_\_\_\_\_\_\_\_\_