

MCPS-MMCEO Secretary Performance Review

Employee		
Job Title		
Date		
Location		
Supervisor		
Evaluation Type	Annual	Probationary

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.

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:

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.				3

Uses materials and equipment effectively.				
Exhibits good safety habits for students and self.				
Handles stressful situations effectively.				

Comments:

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: _____