

## Administrative Assistant Performance Evaluation

Employee \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

Evaluator \_\_\_\_\_

<b>Performance Skill</b>	<b>Unsatisfactory</b>	<b>Satisfactory</b>
<b><u>Attendance</u></b>		
1. Arrives and departs from work as per contract regulations.		
2. The employee has been absent from work ____ days due to excused absences, and ____ days due to unexcused absences.		
<b><u>Insurance</u></b>		
1. Assists with cooperative inventory for insurance purposes.		
<b><u>Student Records</u></b>		
1. Maintains such records as shall be required – this includes daily record keeping as well as monthly and yearly reports.		
2. Enters all student referrals into the system.		
3. Collects components for temporary student file, looks up student Medicaid numbers, copies and distributes domain sheets for itinerants, and makes new student files when necessary.		
4. Maintains all student attendance records, compiles and distributes reports to individual districts.		
5. Processes all changes and adjustments in student schedules in a timely manner during the school year.		
6. Records discipline actions on daily records as well as formulating reports.		
7. Responsible for maintaining records and securing staff for late stay.		
<b><u>Purchasing</u></b>		
1. Assists in maintaining supplies inventory for cooperative.		
2. Annually complies requests for purchases and submits for bids as required.		

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3. Enters all purchase orders on computer and validates with budget balances.		
<b><u>Professional Development Meetings</u></b>		
1. Maintains registration forms and compiles sign-in sheets.		
2. Plan, order and/or prepare snacks for all professional development activities.		
<b><u>Other Responsibilities</u></b>		
1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.		
2. Receives and routes all incoming calls.		
3. Sorts and distributes all incoming mail.		
4. Maintains the cooperative lending library.		
5. Compiles employees list for printing.		
6. Maintains and oversees copiers of the cooperative.		
7. Maintains a positive image for our cooperative by greeting the public in a friendly and helpful manner.		
8. Performs any other duties as deemed appropriate and necessary by the Director.		

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SUMMATIVE RATING OF PERFORMANCE:

UNSATISFACTORY

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SATISFACTORY

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SUMMARY STATEMENTS:

EMPLOYEE COMMENTS:

Employer's Signature\_\_\_\_\_ Date\_\_\_\_\_

Employee's Signature\_\_\_\_\_ Date\_\_\_\_\_

I have seen the above report and had an opportunity to react to it, and have received a copy of the report. I understand that my signature merely acknowledges that I have examined the report, not that I necessarily agree with its contents.

This evaluation report shall be filed in the employee's personnel file.