

North Kitsap School District
 Poulsbo, Washington
PERFORMANCE EVALUATION FOR SECRETARY

Employee:

School:

Assignment:

Evaluation Type: Probation

Annual

Other

Date of Evaluation:

The PSE Collective Bargaining Agreement contains the procedures for evaluating employees.
 New Employees – See Sections 6.1 through 6.3
 Returning Employees – See Sections 3.5 through 3.5.1

*****Any area in which "Area for Growth" or "Does Not Meet Criteria" is indicated must be followed by written comments explaining the deficiency and the procedures recommended for helping the individual become effective through self-improvement.*****

JOB PERFORMANCE	Exceeds Expectation	Meets Expectation	Area for Growth	Does Not Meet Expectation- Unsatisfactory	N/A
Job Knowledge					
Quality of Work – overall <ul style="list-style-type: none"> • Ability to Organize • Accomplishes work on schedule 					
Maintains Confidentiality					
Demonstrates good decision making skills					
Ability to complete assignments thoroughly and with minimal supervision					
Flexibility in adapting to new situations, demands and emergencies					
Understands and follows district and building procedures and practices					
Appropriately cares for district property/equipment					
Utilizes materials and equipment effectively					
Evaluator Comments:					

JOB KNOWLEDGE	Exceeds Expectation	Meets Expectation	Area for Growth	Does Not Meet Expectation- Unsatisfactory	N/A
Possesses required knowledge and required skills					
Effectively performs a variety of duties that support office and/or departmental goals and practices					
Performs and understands duties expected of the job					
Uses correct grammar & spelling, effective writing and oral communication					
Maintains records and files accurately					

JOB KNOWLEDGE (Cont.)	Exceeds Expectation	Meets Expectation	Area for Growth	Does Not Meet Expectation- Unsatisfactory	N/A
Understands and uses the appropriate technology and software					
Updates skills as technology and software develops					
Evaluator Comments:					

PERSONAL QUALITIES	Exceeds Expectation	Meets Expectation	Area for Growth	Does Not Meet Expectation- Unsatisfactory	N/A
Shows interest and pride in work					
Punctual in terms of job responsibility					
Demonstrates courtesy and tact when dealing with the public, students, and staff					
Dependable in job responsibilities					
Fosters professional/interpersonal relationships					
Appropriate grooming and dress for position					
Evaluator Comments:					

WORK ATTITUDE & INITIATIVE	Exceeds Expectation	Meets Expectation	Area for Growth	Does Not Meet Expectation- Unsatisfactory	N/A
Displays a teamwork approach					
Exhibits a service oriented approach					
Displays self-motivation to achieve job expectations					
Displays problem-solving skills					
Evaluator Comments:					

ADDITIONAL COMMENTS OF EVALUATOR:

EMPLOYEE COMMENTS (OPTIONAL):

I certify that this report has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate agreement.

Employee Signature

Date

Supervisor Signature

Date