

LETHBRIDGE SCHOOL DIVISION

* + - 1. Administrative Assistant Evaluation Form

# Section One Introduction

Name

Location

Start Date for Current Position

Evaluator (Principal/Vice Principal)

Date

*Reason for evaluation:*

Evaluation process for employees new to the Division (indicate period below).

6 Month Evaluation  10 Month Evaluation

Employee request.

Employee has not developed and implemented a Growth Plan.

Employee may not be meeting the Support Staff Quality Standards.

# Section Two Support Staff Quality Standards Form

**In accordance with the expectations of the Administrative Assistant position, the employee will be evaluated within the following areas:**

* All areas should be marked as meeting (M) the standard, not meeting (N/M) the standard, or not applicable (N/A). For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
* All marked deficiencies must be accompanied by supporting documentation.

**1. RESPONSIBILITIES**

This position is the full working and/or supervisor clerical level, which is responsible for overseeing the operations of a school office.

M N/M N/A

Provides support and assistance to administrative staff and students.

Acts as receptionist; answers phones, assists students and staff, greets

and directs visitors, takes messages and provides information.

Completes Daily Review of Absences in the mornings. Assists staff with

attendance system and completes a monthly activity report.

Oversees and implements a broad range of office operations.

Prepares confidential and non-confidential materials, reports, summaries,

newsletters, letters, memos, minutes, test materials, etc. using Microsoft

Office computer software.

Collects data and prepares numerous monthly and yearly reports including student enrolment, teacher absent report, support staff absent report and quarter-end and year-end government reports.

Records student attendance, updates computer records and prints out.

Communciates with parents regarding late and absent students.

Maintains and files all confidential student records and cumulative folders, primaraly in digital format.

Maintains and updates the student demography and transfers students into and out of the school records.

Assists with the maintenance and updating of class lists.

Prepares and distributes transcript requests.

Completes audits to ensure the accuracy of all information entered in the

data bases. Runs various reports from the data bases as requested by the

supervisor.

Provides assistance and guidance to students, staff, parents, and the

public. Answers phones and directs visitors.

Assists staff with attendance system and completes a monthly activity

report.

Records and updates student medical information. Administers medication

and first aid to students according to level of training. Cares for

sick/injured students and contacts parents or guardians. Supervises the

activities of students in the office.

Assists in planning and preparation for Parent/Teacher Interviews under

the direction of administration.

Assists in the preparation of report cards under the direction of administration.

Carries out office equipment maintenance procedures.

Maintains and updates inventory of school and office equipment and

furniture.

Prepares requisitions for signature.

Photocopies material for adminstrative and teaching staff.

Provides assistance in the preparation of student timetables under the

direction of administration.

Receives and sends electronic communication.

Opens and distributes mail.

Performs other related duties as required.

COMMENTS:

|  |
| --- |
|  |

**2. Financial/Budget Responsibilities**

M N/M N/A

Receives, receipts and deposits school fees, lunch program fees, field trip fees and monies received via fund raising activities, etc. Follows up on returned payments and sends out reminders regarding outstanding fees.

Monitors budget and forecasts budgetary needs. Maintains computerized financial records for school operating budget, processes statements, reviews monthly budget control statements. Liaises with Finance regarding budget administration.

Updates administrators and teachers regarding expenditures and balances.

Prepares requisitions for materials and supplies. Checks and distributes materials as received.

Balances accounts. Issues all school cheques and pays school-related

bills. Makes bank deposits and administers the petty cash fund.

Orders and maintains adequate stocks of stationery and other supplies.

Verifies invoices and submits invoices for payment.

Maintains internal controls and safeguards for receipt of payments and

communicates these controls to school administrators and staff.

Performs budget tracking tasks at the discretion of the

principal/supervisor.

COMMENTS:

|  |
| --- |
|  |

**3. PROFESSIONAL RESPONSIBILITIES, JOB KNOWLEDGE AND COMMUNICATION**

M N/M

Demonstrates and models a genuine appreciation and understanding of protocol,

discretion, confidentiality, and professionalism in Lethbridge School Division.

Promotes an atmosphere of mutual respect and appreciation for individual

differences, all staff, students, families, and community members, regardless of

race, culture, ethnicity, gender, faith, nation, or spoken language within the school division.

Promotes a welcoming, caring, respectful, and safe work environment.

Maintains efficient relationships with school staff to support students.

Assists team members during peak periods, including coverage for staff

absences.

Provides administrative assistance to other school administrators and teachers as

directed by the principal/supervisor.

Collaborates with internal and external agencies to achieve the goals of the

school and Lethbridge School Division as a whole.

Demonstrates excellent communication skills in both written and oral format.

Maintains confidentiality related to Division students and staff.

Proven public relations skills and demonstrated abilty in promoting and

maintaining effective working relations with the public, students, co-workers,

school staff, administration and Division officials.

Interpersonal relationships (with support staff, teachers, students, and the public; includes dealing with conflict).

Team Player (with the Support team, the school, the community, and the Division).

Demonstrate the ability to communicate effectively and appropriately.

Ability to resolve conflict effectively. (Reference: [Employee Code of Conduct Appendix A 400.1](https://www.lethsd.ab.ca/download/187241))

Use of time (including attendance, punctuality, setting of priorities, keeping to schedules).

Initiative (self-directed, takes charge of assigned tasks, requires minimum supervision).

Maintains confidentiality related to Division students and staff.

Understands and efficiently utilizes the technologies used by the school.

Embraces and models the use of contemporary and/or emerging technologies

within Lethbridge School Division.

Actively engages in professional learning opportunities.

Good organizational skills.

Self-motivated.

Portrays an approachable and optimistic demeanour.

Carries out directions and duties as assigned.

Personal hygiene and appearance.

COMMENTS:

|  |
| --- |
|  |

**4. LEADERSHIP ABILITY, ENGAGEMENT AND DECISION MAKING**

**Leadership Ability, Engagement and Decision Making**

M N/M N/A

Coordinates and supervises subordinate staff.

Serves as the lead administrative staff to coordinate workflow in the school office. Provides leadership and coaching to other administrative staff as required.

Reports on merits and concerns related to office staff

performance when required.

Assists with training new administrative staff. Offers suggestions to

supervisor(s) and other team members to efficiently manage day to day tasks and assigned projects.

Collaborates with team members to identify efficient work flow in the

school office.

Completes minor requests from school staff to ensure facility operates

smoothly.

Takes initiative to resolve challenging siutations with guidance from the principal/supervisor.

Oversees the distribution and proper use of office supplies.

Participates in the setting up of work schedules to ensure a fair workload distribution.

Trains and demonstrates to Support staff the proper use of equipment and supplies.

Promotes staff morale among Support staff to develop pride in work and accomplishment.

COMMENTS:

|  |
| --- |
|  |

**5. Goal Setting and Time Management**

Attendance report attached.

M N/M

Completes a variety of adminstrative duties in a fast-paced work environment.

Organizes, prioritizes and completes all tasks by assigned deadlines.

Provides timely responses to requests by Lethbridge School Division staff,

students and affiliated agencies.

Attends regularly, with no incidental (1-2 per month) absences or patterns of absences as demonstrated by the reviewed attendance report attached

Is on time, ready to work with students at the assigned times

Sets priorities in collaboration with teachers and administration.

Uses time effectively.

Follows assigned schedule.

COMMENTS:

|  |
| --- |
|  |

**6. Employee Safety/Health Management**

M N/M

Understanding of their role as an employee as it relates to Occupational Health

and safety and complies with all legal requirements for safety and health, as they

pertain to the workplace.

Completes all Occupational Health and Safety training modules as provided by

the Division.

Reports hazardous conditions, near-misses and accidents both inside and outside

the Division to ensure the safety of Division staff and community.

Completes accurate and timely reporting of employee incident, accident and

hazard reporting using Division-directed tools and procedures.

COMMENTS:

|  |
| --- |
|  |

# **7. DECISION**

☐ All areas are meeting position quality standards

☐ There are areas that are not meeting standards and/or;

☐ An improvement plan or remediation plan is implemented,

☐ An additional evaluation will be provided if training is required

COMMENTS:

|  |
| --- |
|  |

# **8. EVALUATOR’S COMMENTS**

COMMENTS:

|  |
| --- |
|  |

# **9. EMPLOYEE’S COMMENTS**

COMMENTS:

|  |
| --- |
|  |

***As Principal, I have read and approve this evaluation.***

|  |
| --- |
|  |

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

Principal’s Signature Date

After this evaluation has been signed by the principal, the below signatures are necessary:

|  |
| --- |
|  |

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

Vice Principal’s Signature (if applicable) Date

|  |
| --- |
|  |

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

Employee’s Signature Date

|  |
| --- |
|  |

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

Reviewed by Human Resources Date

* Copy to Employee
* Copy to Principal/Vice Principal
* Original copy goes to Human Resources for employee’s file