LETHBRIDGE SCHOOL DIVISION

* + - * 1. **Administrative Support Evaluation Form**

# Section One Introduction

 Name

 Location

 Start Date for Current Position

 Evaluator

 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 Support 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 responsible for performing a variety of administrative tasks in support of school office operations.

M N/M N/A

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

and directs visitors, takes messages and provides information.

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

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

Office computer software.

[ ]  [ ]  [ ]  Photocopies materials for administrative and teaching staff.

[ ]  [ ]  [ ]  Assists in preparation of reports cards.

[ ]  [ ]  [ ]  Assists in planning and preparation for Parent/Teacher Interviews.

[ ]  [ ]  [ ]  Assists with the maintenance and updating of class lists.

[ ]  [ ]  [ ]  Assists in daily input of attendance on the computer under the direction of administration.

[ ]  [ ]  [ ]  Receives and sends electronic communication.

[ ]  [ ]  [ ]  Prepares and distributes transcript requests.

[ ]  [ ]  [ ]  Assists in updating student demography data - enters new students,

transfers, etc.

[ ]  [ ]  [ ]  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.

[ ]  [ ]  [ ]  Communicates with parents regarding late and absent students.

[ ]  [ ]  [ ]  Assists staff with the attendance system and completes a monthly activity

report.

[ ]  [ ]  [ ]  Assists in maintaining confidential student files, primarily in digital format.

[ ]  [ ]  [ ]  Prepares requisitions for signature.

[ ]  [ ]  [ ]  Opens and distributes mail.

[ ]  [ ]  [ ]  Assists in booking school facilities.

[ ]  [ ]  [ ]  Carries out directions and duties as assigned.

COMMENTS:

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

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

[ ]  [ ]  Interpersonal relationships (with the 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).

[ ]  [ ]  Excellent communication skills both in written and oral format.

[ ]  [ ]  Maintains confidentiality related to Division students and staff.

[ ]  [ ]  Proven public relations skills and demonstrated ability in promoting and

maintaining effective working relations with the public, students, co-workers, school staff, administration, and Division officials.

[ ]  [ ]  Understands and efficiently utilizes the technologies used by the school.

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

 contemporary and/or emerging technologies within Lethbridge School Division.

[ ]  [ ]  Actively engages in professional learning opportunities.

[ ]  [ ]  Personal Hygiene and Appearance.

COMMENTS:

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**3*.*****ENGAGEMENT AND DECISION MAKING**

M N/M

[ ]  [ ]  Oversees the distribution and proper use of office supplies.

[ ]  [ ]  Completes minor requests from school staff to ensure facility operates smoothly.

[ ]  [ ]  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.

[ ]  [ ]  Reports on merits and concerns related to Support staff performance when

 required.

[ ]  [ ]  Resolves issues pertaining to day-to-day administrative duties in collaboration with

 other team members and with guidance from the supervisor.

[ ]  [ ]  Takes initiative to assist internal and external clients with urgent time sensitive

requests.

[ ]  [ ]  Good organizational skills.

[ ]  [ ]  Self-motivated.

[ ]  [ ]  Portrays an approachable and optimistic demeanour.

COMMENTS:

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# **4.** **GOAL SETTING AND TIME MANAGEMENT**

 [ ]  Attendance report attached.

M N/M

[ ]  [ ]  Completes a variety of administrative 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 teacher(s) and administration.

[ ]  [ ]  Uses time effectively.

[ ]  [ ]  Follows assigned schedule.

COMMENTS:

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**5*.*****EMPLOYEE SAFETY/HEALTH MANAGEMENT**

M N/M

[ ]  [ ]  Understand my role as an employee as it relates to Occupational Health and

Safety and comply 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:

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# **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:

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# **8. EVALUATOR’S COMMENTS**

COMMENTS:

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# **9. EMPLOYEE’S COMMENTS**

COMMENTS:

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

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 Principal’s Signature Date

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

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 Vice Principal’s Signature (if applicable) Date

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 Employee’s Signature Date

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 Reviewed by Human Resources Date

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