



LETHBRIDGE SCHOOL DIVISION

402.11.2.12 Division Administrative Assistant 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 or position (indicate period below).
 - ☐ 6 Month Evaluation ☐ 10 Month Evaluation
- ☐ 5 Year Evaluation for employee on continuing contract.
- ☐ 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 Division 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. KEY RESPONSIBILITIES

This position is responsible for performing duties requiring expertise in a program or functional area and involving the delivery or the operation of a program or specific function.

M N/M N/A

Acts as a receptionist, taking messages or referring telephone calls.
Possesses a working knowledge of standard office practices and procedures.
Possesses knowledge of bookkeeping skills for tracking expenditures and reconciling and preparing standard financial reports.
Possesses considerable knowledge of specific Division policies and procedures as well as external regulations/policies related to the program/functional area.
Good organizational skills.
Self-motivated.
Portrays an approachable and optimistic demeanour.
Carries out directions and duties as assigned.

COMMENTS:

2. PERSONAL/PROFESSIONAL QUALITIES

M N/M

Interpersonal Relationships (with the Support staff, teachers, student(s), 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](#)).
Use of time (include attendance, punctuality, setting of priorities, keeping to schedules).
Initiative (self directed, takes charge of assigned tasks, requires minimum supervision).
Personal Hygiene and Appearance.

LEGEND:

M Meeting Standard
N/M Not Meeting Standard
N/A Not Applicable

COMMENTS:

3. POSITION REQUIREMENTS

M N/M N/A

Maintains up-to-date records and information.
Reviews, assesses, and processes inquiries, documents, and other records.
Provides and obtains routine information from the public or Division staff
Possesses extensive knowledge of all programs in the Microsoft Office Suite.
Possesses exceptional keyboarding skills for entering and retrieving data.
Works with considerable independence making day to day operational decisions where policy/procedure has been outlined or where precedent has been set.
Applies specialized knowledge to assess information, determine eligibility for benefits, or to process documents for payment or other action.
Resolves routine problems with vendors, outside agencies, etc. by explaining related policies or procedures.
Performs related duties as required.

COMMENTS:

LEGEND:

M Meeting Standard
N/M Not Meeting Standard
N/A Not Applicable

4. SUPERVISORY SKILLS

M N/M N/A

Redirects a request or suggests alternative courses of action to resolve a problem when the answer is unknown.
Oversees the distribution and proper use of office supplies.
Trains and demonstrates to Support staff the proper use of equipment and supplies.
Reports on merits and concerns related to Support staff performance when required.
Completes minor requests from school staff to ensure facility operates smoothly.
Promotes staff morale among Support staff to develop pride in work and accomplishment.

COMMENTS:

5. COMMUNICATION

M N/M

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 public, student(s), co-workers, school staff, administration and Division officials.

COMMENTS:

LEGEND:

M Meeting Standard
N/M Not Meeting Standard
N/A Not Applicable

7. TIME MANAGEMENT

☐ Attendance report attached

M N/M

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Attends regularly. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sets priorities in collaboration administration. |
| <input type="checkbox"/> | <input type="checkbox"/> | Uses time effectively. |
| <input type="checkbox"/> | <input type="checkbox"/> | Follows assigned schedule. |

COMMENTS:

8. DECISION

- ☐ Recommend proceeding to 10-month probationary evaluation.
- ☐ Completes probationary process.
- ☐ Improvement plan implemented.
- ☐ Employee returns to Growth Plan process.
- ☐ Employee must submit a Growth Plan within one month.

9. EVALUATOR'S COMMENTS

COMMENTS:

10. EMPLOYEE'S COMMENTS

COMMENTS:

LEGEND:

M	Meeting Standard
N/M	Not Meeting Standard
N/A	Not Applicable

As Associate Superintendent/Director, I have read and approve this evaluation.

Associate Superintendent/Director

Date

After this evaluation has been signed by the Associate Superintendent/Director, the following signatures are necessary upon review:

Coordinator (if applicable)

Date

Employee's Signature

Date

Reviewed by Human Resources

Date

- Copy to Employee.
 - Copy to Associate Superintendent or Director.
 - Original copy goes to Human Resources for employee's file.