

Name: \_\_\_\_\_ Year : \_\_\_\_\_

**CARBON COUNTY SCHOOL DISTRICT NO. 2  
EVALUATION OF  
SPECIAL SERVICES AND CURRICULUM SECRETARY**

(1 – Satisfactory - consistently performed at a competent level; 2 - Not Satisfactory - serious deficiencies exist in this area; N/A – Not Applicable)

|     |   |               |
|-----|---|---------------|
| 1.  | Performs office routines and practices in a productive and efficient manner.  | 1__ 2__ N/A__ |
| 2.  | Projects a positive public relations image in the office, school and community.   | 1__ 2__ N/A__ |
| 3.  | Maintains a data base of all students served through the special services program.  | 1__ 2__ N/A__ |
| 4.  | Processes all purchase orders/vouchers in a timely manner.  | 1__ 2__ N/A__ |
| 5.  | Keeps an accurate record of monies spent from all special services accounts/grants.   | 1__ 2__ N/A__ |
| 6.  | Maintains accurate student records as required.   | 1__ 2__ N/A__ |
| 7.  | Provides for total confidentiality concerning all school related student, staff, and/or business matters coming under the purview of the special services/curriculum secretary, which have not been authorized for release by the Director of Special Services or Central Office Administrator. | 1__ 2__ N/A__ |
| 8.  | Receives, compiles, proof reads, copies and sends out all materials related to curriculum, as instructed.   | 1__ 2__ N/A__ |
| 9.  | Makes conference reservations for all trips related to grant workshops and special education staff training.  | 1__ 2__ N/A__ |
| 10. | Sets up for all curriculum workshops as instructed, and helps to coordinate the workshops between all of those involved.  | 1__ 2__ N/A__ |
| 11. | Such other duties that may be assigned from time to time.   | 1__ 2__ N/A__ |

Comments:

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Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood, that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Special Services/Curriculum Secretary

\_\_\_\_\_  
Signature of Supervisor