

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

**CARBON COUNTY SCHOOL DISTRICT NO. 2  
EVALUATION OF  
DISTRICT SECRETARY**

(1 – <b>Satisfactory</b> - consistently performed at a competent level; 2 - <b>Not Satisfactory</b> - serious deficiencies exist in this area; N/A – <b>Not Applicable</b> )		
1.	Attends all meetings of the Board.	1__ 2__ N/A__
2.	Keeps full and accurate minutes of all meetings of the Board.	1__ 2__ N/A__
3.	Mails copies of the unofficial minutes to Board members, schools and others within 7 working days of the meeting.	1__ 2__ N/A__
4.	Mails the agenda of the next meeting, as developed by the Superintendent, to Board members, schools and others.	1__ 2__ N/A__
5.	Types all correspondence, reports, notices, and recommendations from the Board and Superintendent.	1__ 2__ N/A__
6.	Maintains an organized filing system of all Board and Superintendent’s business.	1__ 2__ N/A__
7.	Keeps the District policies and regulations updated.	1__ 2__ N/A__
8.	Maintains the official confidential personnel records for the District, under the direction of the Superintendent.	1__ 2__ N/A__
9.	Answers phone calls directed to the Superintendent’s office, takes messages or directs callers to the appropriate person.	1__ 2__ N/A__
10.	Maintains all staff certification records.	1__ 2__ N/A__
11.	Keeps accurate record of forms completed as required by Board policy (re: home school requests, isolation (mileage) requests, tuition reimbursement forms, field trip forms, accident forms, etc.).	1__ 2__ N/A__
12.	Assists the Business Manager and office personnel as available and as needed.	1__ 2__ N/A__
<p>Comments:</p> <hr/> <hr/> <hr/> <hr/> <hr/>		

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 District Secretary

\_\_\_\_\_  
Signature of Superintendent