

11/2010

Name: _____
School: _____
Year: _____

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

CARBON COUNTY SCHOOL DISTRICT NO. 2
EVALUATION OF
SCHOOL SECRETARY

- | | | | |
|--|-----|-----|-------|
| 1. Performs the usual office routines and practices associated with a busy, yet productive, efficient and smoothly run office. | 1__ | 2__ | N/A__ |
| 2. Complies with, and is familiar with, the guidelines set forth in the "Carbon County School District No. 2 Office Personnel Handbook". | 1__ | 2__ | N/A__ |
| 3. Projects a positive public relations image in the office, school and community. | 1__ | 2__ | N/A__ |
| 4. Maintains the Activity Fund account cash flow, records, and reports as required by the Central Office. | 1__ | 2__ | N/A__ |
| 5. Maintains the Imprest Fund account as required by the Central Office. | 1__ | 2__ | N/A__ |
| 6. Sells meal and milk tickets, maintains an accurate accounting of the tickets and monies received. | 1__ | 2__ | N/A__ |
| 7. Provides for the accurate daily count of lunches for all students as well as free, reduced, and adult meals, as required by State and Federal accountability standards. | 1__ | 2__ | N/A__ |
| 8. Makes accurate deposits of money for the various accounts, in a prompt and timely manner, and forwards the deposit slips and money control sheets to the Central Office as required. | 1__ | 2__ | N/A__ |
| 9. Receives and routes all incoming mail, verifies and accounts for all incoming equipment and supplies. | 1__ | 2__ | N/A__ |
| 10. Maintains a daily teacher attendance log and records substitute teacher use. | 1__ | 2__ | N/A__ |
| 11. Maintains accurate student records as required. | 1__ | 2__ | N/A__ |
| 12. Uses time constructively. Assists teachers with copying and typing when and if time allows. | 1__ | 2__ | N/A__ |
| 13. Provides for total confidentiality concerning all school related student, staff, personnel, and/or business matters coming under the purview of the school secretary, which have not been authorized for release by the respective building administrator. | 1__ | 2__ | N/A__ |
| 14. Calls for substitutes, maintains time sheets and certified absences. | 1__ | 2__ | N/A__ |
| 15. Pays bills making sure all invoices have been received and purchase orders signed. | 1__ | 2__ | N/A__ |
| 16. Schedules conferences and other programs as needed. | 1__ | 2__ | N/A__ |
| 17. Cares for student's health needs as needed. | 1__ | 2__ | N/A__ |

Comments: _____

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 School Secretary

Signature of Supervisor