

SECRETARY PERFORMANCE APPRAISAL

Ratings:

Unsatisfactory – Staff member has not demonstrated adequate growth toward achieving WBSD standards during the period of performance.

Needs Improvement – Staff member has demonstrated growth but the level of achievement has not yet achieved WBSD standards during the period of performance.

Satisfactory – Staff member has demonstrated essential competence on identified WBSD standards during the period of performance.

Outstanding – Staff member has consistently and significantly exceeded competence on standards of WBSD performance during the period of performance.

1: Knowledge, ability, and skills to perform job

Domain 1:

	<i>Unsatisfactory</i>	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Outstanding</i>
<i>1a: has command of all assigned work duties and responsibilities.</i>	Lacks the knowledge and skills to perform most assigned work duties and responsibilities.	Has the knowledge and skills to perform some, but not all, assigned work duties and responsibilities.	Has the knowledge and skills to effectively perform all assigned work duties and responsibilities.	Has the knowledge and skills to effectively perform all assigned work duties and responsibilities, and is a resource for others.
<i>1b: has the technical grasp of the job when using universal software systems.</i>	Lacks the technical grasp of the job where applicable (such as Word, Excel, PowerPoint, and Google).	Has the technical grasp of some, but not all, job aspects where applicable (such as Word, Excel, PowerPoint, and Google).	Has the technical grasp of the job where applicable (such as Word, Excel, PowerPoint, and Google).	Has the technical grasp of the job where applicable (such as Word, Excel, PowerPoint, and Google), and is a resource for others.
<i>1c: has the technical grasp of the job when using specialized software systems.</i>	Lacks the technical grasp of the job where applicable (such as student information systems and data management systems).	Has the technical grasp of some, but not all, job aspects where applicable (such as student information systems and data management systems).	Has the technical grasp of the job where applicable (such as student information systems and data management systems).	Has the technical grasp of the job where applicable (such as student information systems and data management systems), and is a resource for others.

OBSERVATIONS AND COMMENTS LEADING TO RATINGS:

2: Attitude toward job assignment and initiative

Domain 2:

	<i>Unsatisfactory</i>	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Outstanding</i>
<i>2a: Is a self-starter who does the job without being asked.</i>	Rarely demonstrates the ability to perform job duties without consistent direction.	Requires direction to complete assigned job duties.	Consistently performs job duties with minimal to no direction.	Models and exhibits initiative to complete duties assigned in a timely, efficient and positive manner. As well as pitching in with enthusiasm in duties

				not necessarily defined.
<i>2b: Shows enthusiasm.</i>	Has a negative attitude toward assigned duties and district initiatives.	Requires support to perform assigned duties and district initiatives in a positive manner.	Performs assigned duties and district initiatives in a positive manner.	Consistently shows a high level of enthusiasm and models productive, positive behavior towards assigned duties and district initiatives.
<i>2c: Contributes suggestions for improvement.</i>	Never contributes ideas that improve procedures and processes.	Rarely contributes ideas that improve procedures and processes.	Contributes ideas that improve procedures and processes.	Initiates ideas that improve procedures and processes.
<i>2d: Sets goals and works toward them willingly.</i>	Rarely sets and works toward meaningful goals.	Requires support to set and work toward goals.	Sets goals and strives to meet them.	Independently sets meaningful goals, and consistently meets or exceeds those goals.
<i>2e: Cooperates with co-workers.</i>	Often fails to cooperate with co-workers.	Requires support to effectively cooperate with co-workers.	Cooperates with co-workers.	Cooperates with co-workers in such a way that creates a more positive work environment.
<i>2f: Accepts direction from his/her supervisor, including constructive criticism where applicable.</i>	Often fails to accept direction from his/her supervisor, including constructive criticism where applicable.	Inconsistently accepts direction from his/her supervisor, including constructive criticism where applicable.	Accepts direction from his/her supervisor, including constructive criticism where applicable.	Seeks feedback from his/her supervisor, including constructive criticism where applicable.

OBSERVATIONS AND COMMENTS LEADING TO RATINGS:

3: Dependability

Domain 3:

	<i>Unsatisfactory</i>	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Outstanding</i>
<i>3a: Performs the work assignment with a minimum of supervision.</i>	Rarely demonstrates the ability to effectively and accurately complete work assignments without supervision.	Requires support to effectively and accurately complete work assignments.	Effectively and accurately completes work assignments with minimum supervision.	Effectively and accurately completes work assignments with minimum supervision, and supports the work of others.
<i>3b: Is punctual, reliable, and has good attendance habits.</i>	Rarely demonstrates responsible behaviors toward attendance, work schedule, and being on time.	Requires support concerning attendance, work schedule, and being on time.	Consistently and effectively demonstrates responsible behaviors toward attendance, work schedule, and being on time.	Models and encourages others to demonstrate responsible behaviors toward attendance, work schedule, and being on time.
<i>3c: Completes his/her work in a timely manner.</i>	Rarely completes work by agreed upon deadlines.	Requires support to complete work by agreed upon deadlines.	Completes work by agreed upon deadlines.	Completes work by agreed upon deadlines, and helps others meet deadlines.

4: People relationships

Domain 4:

	<i>Unsatisfactory</i>	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Outstanding</i>
<i>4a: Actively fosters a cooperative and pleasant working environment.</i>	Rarely acts in a positive manner with team members and does not provide relevant information to those when needed.	Requires support to act in a positive manner with team members as well as to provide relevant information to those when needed.	Consistently acts in a positive manner with team members and provides relevant information to those when needed.	Initiates positive interactions and provides relevant information to all team members.
<i>4b: Demonstrates interest in the welfare of children/families.</i>	Rarely treats children/families in a respectful, responsible, and fair manner.	Requires support to treat children/families in a respectful, responsible, and fair manner.	Consistently treats children/families in a respectful, responsible, and fair manner.	Advocates and encourages respectful, responsible, and fair treatment of children/families.
<i>4c: Maintains effective relationships with school/district officials and parents.</i>	Interacts with staff and/or public in a negative manner.	Demonstrates difficulty interacting with staff and/or public in a positive manner.	Consistently communicates/interacts with staff and/or public in a positive manner.	Demonstrates excellent communication and relationship skills in communicating positively with staff and/or public at all times.

OBSERVATIONS AND COMMENTS LEADING TO RATINGS:

SUMMARY

EVALUATOR'S NARRATIVE REMARKS:

OVERALL PERFORMANCE RATING:

<i>Unsatisfactory</i>	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Outstanding</i>

Signatures will be handled electronically as part of the process.