

*Mid-Valley Special Education Cooperative*

**Secretary/Administrative Assistant Evaluation**

|             |                                       |  |
|-------------|---------------------------------------|--|
| Name:       | School Year:                          |  |
| Assignment: | Length of Time in Current Assignment: |  |
| Location:   | Date of Last Evaluation:              |  |

| General Performance Expectations                                                                                 | Rating                                  |                                            |                                     |                                   |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------|-------------------------------------|-----------------------------------|
| • Accurately performs assigned responsibilities and tasks, in order to maintain an efficient and orderly office. | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| • Accurately and efficiently performs schedule and staff tasks and requests.                                     | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| • Accurately and efficiently manages student data tasks.                                                         | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| • Accurately manages fiscal responsibilities, as appropriate.                                                    | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| • Provides secretarial support to administration, as directed and needed.                                        | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| Comments:                                                                                                        |                                         |                                            |                                     |                                   |

| Interpersonal Relationships                                                                                                                                                                 | Rating                                  |                                            |                                     |                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------|-------------------------------------|-----------------------------------|
| • Demonstrates an understanding of the structure, operation and function of the member districts, buildings and various programs and special services of MVSEC.                             | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| • Communicates in a timely and effective manner with staff members, other departments, districts and service agencies, with both oral and written communication.                            | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| • Maintains a calm demeanor and a cooperative, appropriate and positive working relationships with Mid-Valley staff, administrators, school district staff, parents and community agencies. | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |
| • Demonstrates good skills.                                                                                                                                                                 | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Proficient | <input type="checkbox"/> Superior |

# Administrative Assistant Self Evaluation Examples

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## **Administrative Assistant Self Evaluation Examples:**

*Nursing Delegation and Management of Patient Care - E-Book* Kathleen Motacki, Kathleen Burke, 2022-04-29 NEW Next Generation NCLEX NGN examination style case studies at the end of each section familiarize you to the way that content will be tested in the new NGN exam NEW Leadership roles competencies and evidence based practice examples are included from across the care continuum ambulatory care long term care and community based care NEW Content on management in a culturally diverse healthcare environment relates to both hospital staff and patients NEW Additional Evidence Based Practice boxes relate to innovation topics in leadership and management NEW Updated organization reflects the Magnet Recognition 2019 and Pathways to Excellence 2016 standards allowing you to learn the skills and competencies that magnet status hospitals require when hiring nurses

*Working With and Evaluating Difficult School Employees* John F. Eller, Sheila Eller, 2010-01-12 The Ellers have done an excellent job identifying supervision problems that plague administrators on a daily basis They provide clear and detailed strategies to address personnel problems covering virtually every employment group I strongly recommend this book as a quick reference for all school administrators as they deal with difficult employees Dan Hoverman Superintendent Mounds View Public Schools Shoreview MN Help marginal employees take positive steps to improve their performance and behavior Managing difficult employees is one of the most challenging aspects of a school leader's job Written by experienced administrators this resource provides specific techniques and strategies to identify work with and evaluate marginal school employees John F Eller and Sheila Eller provide essential information for understanding and dealing with employees who may have negative attitudes lack awareness of their behavior blame others for problems or are marginal performers Drawing on the authors extensive experience this book includes Skills and sample dialogues for conducting difficult conversations Templates for putting concerns into writing and developing improvement plans Information about legal issues and ways to protect yourself Specific strategies for working with teachers secretaries and assistants paraprofessionals and custodial staff Steps to take when termination becomes necessary This ready reference helps administrators develop the leadership skills and competencies necessary to confront marginal and deficient behaviors and achieve successful results

**Resources in Education** ,1996 *GAO Review* ,1985 *Resources in Vocational Education* ,1977

**Kinn's The Administrative Medical Assistant - E-Book** Alexandra Patricia Adams, 2013-10-21 The most comprehensive front office medical assisting resource available Kinn's The Administrative Medical Assistant 7th Edition provides unparalleled coverage of the practical real world administrative skills essential to your success in the health care office This thoroughly updated fully modernized edition combines current reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market Apply what you learn to realistic administrative situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter Study more effectively with detailed Learning Objectives Vocabulary terms and definitions

and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide Procedure Checklist Manual Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text Master key skills through step by step instructions and full color illustrations that clarify procedures Sharpen your analytical skills and test your understanding of important concepts with critical thinking exercises Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes Demonstrate your proficiency to potential employers with an interactive portfolio builder on the companion Evolve Resources website Familiarize yourself with the latest administrative office trends and issues including the Electronic Health Record Confidently prepare for the CMA and RMA certification exams with a new online appendix that mirrors the exam outlines and provides fast efficient access to related content Find information quickly and easily with newly reorganized chapter content and charting examples Reinforce your understanding through medical terminology audio pronunciations Medisoft practice management software exercises chapter quizzes review activities and more on the completely revised companion Evolve Resources website Congressional Record United States.

Congress,1976 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873 Federal Register ,2012-09 Handbook for Behavioral Skills Training Peter Sturmey,Lindsay Maffei-Almodovar,2025-01-09 Handbook for Behavioral Skills Training is a method consisting of multiple treatment components that is effective for training a wide variety of skills both simple and complex in people in a wide variety of populations including children and adults with disabilities This book is the first comprehensive research based guide on behavior skills training for practitioners and human service organizations Behavioral skills training includes instructions modelling rehearsal and feedback leading to improvement in social and language skills reduced problem behavior independence and autonomy This book provides a detailed roadmap from beginning identifying training needs to end large scale application across entire organizations Features step by step guide to implementing Behavioral Skills Training BST Improves client problem behavior independence and autonomy Covers instructions modeling rehearsal and feedback Includes mastery criteria online BST and assessing social validity Provides chapter summary bullets of key points Provides a resource that is appropriate for clinical practice and ABA certification review **Worker Protection Must be Insured when Employers Request Permission to Deviate from Safety and Health Standards, Occupational Safety and Health Administration, Department of Labor** United States. General Accounting Office,1975

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