Mid-Valley Special Education Cooperative

Secretary/Administrative Assistant Evaluation

Name:			School	Year:
Assignment: Location:			Length of To	
			207770	of Last nation:
		-		
General Performance Espectations	Ratios		111240000000000000000000000000000000000	
 Accurately performs assigned responsibilities and tasks, in order to maintain an efficient and orderly office. 	Unsatisfactory	☐ Needs Improv	ement 🔲 Profici	ient 🔲 Superior
 Accurately and efficiently performs schedule and staff tasks and requests 	Unsatisfactory	☐ Needs Improve	ement Profic	ient 🔲 Superior
 Accurately and efficiently manages student data tasks 	☐ Unsatisfactory	☐ Needs Improv	ement 🔲 Profici	ient 🗆 Superior
 Accurately manages fiscal responsibilities, as appropriate 	☐ Unsatisfactory	☐ Needs Improve	ement Profic	ient 🔲 Superior
 Provides secretarial support to administration, as directed and needed 	☐ Unsatisfactory	☐ Needs Improve	ement Profici	ient Superior
administration, as decired and needed				
Comments:			99.75	3722371713
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Comments:	Rating Unsatisfactory	☐ Needs Improve	ement 🔲 Profici	lent 🔲 Superior
Interpersonal Relationships Demonstrates an understanding of the structure, operation and function of the member districts, buildings and various programs and special services of MVS BC. Communicates in a timely and effective manner with stall members, other departments, districts and service a gencies, with both oral and written		□ Needs Improve	_	
Demonstrates an understanding of the structure, operation and function of the member districts, buildings and various programs and special services of MVSEC. Communicates in a timely and effective manner with staff members, other departments, districts and service	☐ Unsatisfactory		ement 🔲 Profic	ient 🗆 Superior

Administrative Assistant Self Evaluation Examples

Alexandra Patricia Adams

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