

Next Step Day School Administrative Assistant Performance Evaluation

Employee _____

Date of Evaluation _____

Evaluator _____

Performance Skill	Unsatisfactory	Satisfactory
<u>Attendance & Dependability</u>		
1. Arrives and departs from work as per contract regulations.		
2. The employee has been absent from work ____ days due to excused absences, and ____ days due to unexcused absences.		
3. Dresses appropriately and follows assigned district dress guidelines.		
4. Demonstrates self-initiative and time management skills while assisting students during the daily routine.		
<u>Tasks</u>		
1. Maintains such records as shall be required – this includes daily record keeping as well as monthly and yearly reports. Ex. Check emergency lights, AED, breakfast and lunch reports.		
2. Breakfast Responsibilities: Put away air dried items. Set up breakfast, Clean up breakfast, Turn the food warmer on.		
3. Lunch Responsibilities: Wrap napkins and plastic forks and place them on trays. Lunch count sent to Newton HS, Measure out food onto the trays, and serve the students.		

Next Step Day School Administrative Assistant Performance Evaluation

Employee _____

Date of Evaluation _____

Evaluator _____

4. Order items from JCCU #1: Condiments, milk, and various other food items.		
5. Serve all grade level lunches.		
6. Assists with copies and materials directed by the supervisor.		
7. Sets up transportation for weekly field trips with the Oblong School District.		
<u>Purchases & Supplies</u>		
1. Assists in maintaining supplies inventory for Next Step.		
2. Enters field trip forms weekly.		
3. Enters purchase orders on computer for janitorial and kitchen supplies.		
<u>Implement practices that ensure the safety & well-being of all students.</u>		
1. Check-in/check-out with designated students.		
2. First Aid for students and staff when needed. (Including taking temps)		
3. Exercises a high degree of discretion regarding confidentiality of information.		
<u>Attitude & Personal Qualities</u>		
1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.		

Next Step Day School Administrative Assistant Performance Evaluation

Employee _____

Date of Evaluation _____

Evaluator _____

2. Receives and routes all incoming calls.		
3. Displays a positive attitude toward, displays respect, and works well with co-workers, administration, and district staff.		
4. Display a positive attitude and interacts with all students in a compassionate and respectful manner.		
5. Takes constructive criticism and changes positively.		
6. Seeks out answers to questions and concerns in a positive manner with teachers, parents, supervisor, and districts.		
7. Maintains a positive image for Next Step and the cooperative by greeting the public in a friendly and helpful manner.		
8. Performs any other duties as deemed appropriate and necessary by the supervisor and/or director.		

Next Step Day School Administrative Assistant Performance Evaluation

Employee_____

Date of Evaluation_____

Evaluator_____

SUMMATIVE RATING OF PERFORMANCE:

UNSATISFACTORY

☐

SATISFACTORY

☐

SUMMARY STATEMENTS:

EMPLOYEE COMMENTS:

Employer's Signature_____ Date_____

Employee's Signature_____ Date_____

I have seen the above report and had an opportunity to react to it, and have received a copy of the report. I understand that my signature merely acknowledges that I have examined the report, not that I necessarily agree with its contents.

This evaluation report shall be filed in the employee's personnel file.