

WILSON AREA SCHOOL DISTRICT
SECRETARIAL EVALUATION SYSTEM

The secretarial evaluation system is designed to serve as a partial basis for salary increases and as a method of informing the employee of the quality of job performance and areas which may need improvement.

This evaluation is to be completed by April 1 of each year. Each principal is responsible for evaluating the secretaries who are assigned to his/her level. The business manager will evaluate the secretaries in the administration building with the exception of the superintendent's secretary who will be evaluated by the superintendent.

The following three classifications of secretarial employees will be maintained: bookkeeper, executive secretary, and secretary. Each year the School Board will establish a base salary increase to be paid for each classification. An additional amount will be paid to each individual as is provided in the following list:

16 Points	= +400
14,15 Points	= +300
12,13 Points	= +200
Below 12 Points	= Even

Definition of Rating Numbers

1. Unsatisfactory - The quality of performance or level of achievement is not acceptable.
2. Needs Improvement - The quality of performance or level of achievement falls below the expected standard and must be improved.
3. Satisfactory - The quality of performance or level of achievement meets the expected standard.
4. Excellent - The quality of performance or level of achievement is commendable.

Evaluation Form for Secretarial Personnel

Name	Position
Building	Date

- | | |
|--|--|
| <p>1. Unsatisfactory</p> <p>2. Needs Improvement</p> | <p>3. Satisfactory</p> <p>4. Excellent</p> |
|--|--|

Check (X) in Appropriate Place	1	2	3	4	Supervisor's Comments
<p>A. <u>Quality of Work</u></p> <p>Accuracy, thoroughness, neatness, job knowledge, ability to follow directions.</p>					
<p>B. <u>Quantity of Work</u></p> <p>Volume of work regularly produced, timely completion of work.</p>					
<p>C. <u>Work Habits</u></p> <p>Initiative, resourcefulness, assumption of fair share of work load, cooperation in work sharing process, proper care and use of equipment, willingness to help others.</p>					
<p>D. <u>Personal Qualities</u></p> <p>Interpersonal skills with other personnel, students, and public, friendliness, patience, acceptance of criticism, judgement, treatment of confidential matters.</p>					
<p>Total Points (Addition of A through D)</p>					