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**Form 435-3**

**ADMINISTRATIVE ASSISTANT EVALUATION REPORT**

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| **Employee** | Click or tap here to enter text. |
| **Current Role** | Click or tap here to enter text. |
| **School** | Click or tap here to enter text. |
| **Date of Report** | Click or tap here to enter text. |
| **Evaluator Name** | Click or tap here to enter text. |

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| **Purpose -** To ensure follow through of service commitments |
| * To provide accurate appraisal documentation to protect both the employer and the employee
* To ensure the will of the Board of Education is met with respect to foundational statements
* To build self-efficacy and demonstrate the employee’s impact on GSSD Strategic Plan
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| **Type of contract?** [ ] Permanent [ ]  Temporary **What is the length of the contract (if temporary)?** **Type of Evaluation – Permanent Employees Only (check one)** [ ]  1 Year Final [ ]  Annual Review (4 years)  [ ]  Interim Probationary (3 & 6 months) [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Work History** - Employee writes their own bio as an introduction |
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| **Education** **& Recent Professional Development -** Employee documents their own educational background, qualifications and professional development opportunities |
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| **Personal Information** – Employee provides background information on their family, hobbies, interests, etc. |
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**4. Exemplary**: A person who continually exceeds requirements and expectations; work can be a model for other school divisions,

**3. Proficient** A person who consistently meets requirements and expectations; one who excels in one or more areas of performance.

**2. Progressing:** A person who inconsistently meets the requirements and expectations; one who has areas of performance that require improvement.

**1. Not Meeting Expectations:** A person whose performance is notably below job requirements and expectations; significant improvement to performance is required.

**Not Applicable** The criteria is not applicable to the position

**Part 1 - Criteria for Evaluation**

**Mark an (X) in the box that most accurately reflects your evaluation of the employee.**

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| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Quality of Work** |
| 1. Completes work with the expected degree of quality.
2. Is attentive to detail, and actively seeks out and corrects issues.
3. Able to arrive at sound solutions, even in unusual circumstances.
4. Work is consistently complete and accurate.
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Organization of Work** |
| 1. Organizes day well.
2. Plans work in advance.
3. Manages time and conflicting priorities.
4. Completes assignments within expected timeframe.
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Adaptability and Flexibility** |
| 1. Learns new tasks easily.
2. Responds well to changing needs and procedures.
3. Accepts new ideas with relative ease.
4. Suggests new methods and approaches to work.
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Job Knowledge** |
| 1. Understands how to work with school and/or division staff.
2. Has necessary skills to do the required job.
3. Seeks further knowledge and professional development opportunities.
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Communication Skills** |
| 1. Conveys detailed information well.
2. Communicates clearly and effectively within assigned role.
3. Is clear and concise, both orally and in writing.
4. Clarifies instructions when necessary.
5. Shares knowledge and ideas.
6. Listens well and responds appropriately.
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Respect, Belonging and Learning** |
| 1. Respectful of students and staff, agreeable and pleasant to all.
2. Works well as part of a team and contributes to team effort.
3. Agreeable to supervision.
4. Eager to be helpful, creates a safe learning atmosphere.
5. Quick to offer assistance and support, willing to share and learn from one another.
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Attitude** |
| 1. Demonstrates a positive attitude towards others, work, and school/division.
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Responsibility** |
| 1. Follows through on commitments and job duties consistently.
2. Accepts accountability for his/her work.
3. Properly follows instructions, directives, and procedures.
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| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Nurture and Initiative** |
| 1. Actively seeks out additional responsibilities, without being asked.
2. Demonstrates an ability to encourage and/or inspire others by promoting intellectual, physical, emotional and spiritual well-being.
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Attendance and Punctuality** |
| 1. Regularly in attendance and is punctual.
2. Uses time constructively.
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Professional Behaviour** |
| 1. Promotes an atmosphere of respect for children and adults.
2. Demonstrates ethical and confidential behaviour.
3. Demonstrates an appropriate and independent use of time.
4. Makes a positive contribution to the school’s functions and activities.
5. Participates in school, division and provincial in-service activities.
6. Adheres to roles and responsibilities as set out in the job description.
7. Is a positive role model for student(s).
8. Represents the school in a positive manner in the community.
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Assisting Students, Staff, Administrators, Central Office, Parents** |
| 1. Shows patience and understanding towards student(s).
2. Effectively communicates instructions to student(s).
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Daily Operations** |
| 1. Maintains accurate and up-to-date records including but not limited to staff timesheets, leave of absence approvals, etc.
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| *Comments:*  | *Growth Areas:* |
| ***4. Exemplary*** | ***3. Meets Expectations*** | ***2. Progressing*** | ***1. Not Meeting Expectations*** | ***4*** | ***3*** | ***2*** | ***1*** | ***N/A*** |
| **Teamwork** |
| 1. Willing to upgrade skills as required by position.
2. Participates cooperatively when acting as a member of a school-based team.
3. Shares relevant information for team meetings and case conferences.
4. Willing to attend regular meetings for collaborative monitoring and discussion.
5. Works with staff as a team member.
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| *Comments:*  | *Growth Areas:* |

**Part 2**

Provide this section to the employee to complete prior to the performance review and discuss the responses during the performance review.

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| **Self-Reflections – Feedback for Supervisor** |
| Question | Response |
| What was your greatest personal/professional celebration? |  |
| What was your greatest “team” celebration? |  |
| What was your greatest “team” disappointment/frustration? |  |
| What was your greatest “personal/professional” disappointment? |  |
| What can your supervisor do to make your job easier? |  |
| What does your supervisor currently do that makes your job more difficult? |  |
| What is an area of growth for you? |  |
| If you had the power to change “one” thing in GSSD, what would it be? |  |
| What drives you? Choose one or two and explain. |  |
| What do you want to be known for? What is your hope for your legacy? |  |
| What is one promise you are willing to make this year? |  |

**Part 3**

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| **Summary Comments**  |
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| [ ]  Employee Achieved Performance Expectations [ ]  Alter Probationary Date to: \_\_\_\_\_ [ ]  Terminate Probationary Employment [ ]  Performance Improvement Plan |
| *I have read the above report and discussed it with my supervisor. My signature does not indicate that I agree with the contents of the report. In accordance with GSSD Administrative Procedures, I understand that I have fourteen (14) days following this review to submit a written rebuttal if I feel this document inaccurate or unfair.* |
| **Signatures***(The supervisor should SAVE to PDF when complete and request digital signatures.)* | **Date** |
| Employee’s Signature |  |  |
| Supervisor’s Signature |  |  |