

University of Washington  
 Experimental Education Unit  
 School Secretary Evaluation

Staff Member's Name: \_\_\_\_\_ Year: \_\_\_\_\_

Rating Scale

1 Needs Improvement	2 Poor	3 Average	4 Good	5 Excellent	NA Not Applicable
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**ATTENDANCE**

1. Attends staff and school meetings

1                      2                      3                      4                      5

2. Attends staff trainings

1                      2                      3                      4                      5

3. Attends school events (i.e., Open House, Family Socials, College of Education Events, etc.)

1                      2                      3                      4                      5

4. Attends regularly scheduled work hours.

1                      2                      3                      4                      5

**COLLABORATION**

**Families**

1. Develops and maintains positive relationship with families

1                      2                      3                      4                      5

**Staff**

1. Develops and maintains positive relationships with staff

1                      2                      3                      4                      5

**Administration**

1. Collaborates effectively and maintains communication with Administration

1                      2                      3                      4                      5

**ADMINISTRATIVE**

**Initiative**

1. Demonstrates initiative and a problem solving approach

1                      2                      3                      4                      5

**Admissions**

1. Works with Admissions Coordinator and Administration to ensure a smooth transition to the EEU for new students and families

1                      2                      3                      4                      5

2. Manages school district files

1                      2                      3                      4                      5

**Transportation**

1. Coordinates and facilitates bus driver orientation

1                      2                      3                      4                      5

2. Maintains communication with Seattle School District Transportation Department

1                      2                      3                      4                      5

3. Facilitate Relations with University of Washington Parking Office

1                      2                      3                      4                      5

4. Coordinates all changes in transportation services

1                      2                      3                      4                      5

**Individual Education Programs (IEP's)**

1. Maintains and updates master list of IEP due dates

1                      2                      3                      4                      5

2. Maintains communication with classroom staff regarding IEP due dates

1                      2                      3                      4                      5

3. Collects IEP's from staff, reviews IEP's for procedural accuracy, and delivers IEP to Seattle Schools

1                      2                      3                      4                      5

4. Coordinates with the Assistant Principal to ensure IEP's are reviewed for content

1                      2                      3                      4                      5

5. Coordinates end of the quarter and end of the year deadlines and procedures for IEP and related paper work

1                      2                      3                      4                      5

**Contracts**

1. Collects and distributes all school contracts to appropriate personnel

1                      2                      3                      4                      5

**Parent Council**

1. Attends all EEU Parent Council Meetings

1                      2                      3                      4                      5

2. Maintains master list of Parent Council Events

1                      2                      3                      4                      5

3. Coordinates all mailings and flyers with Parent Council

1                      2                      3                      4                      5

4. Works collaboratively with the Parent Council President to coordinate events

1                      2                      3                      4                      5

**Reception**

1. Develops and maintains visitor sign-in

1                      2                      3                      4                      5

2. Develops and maintains tour request form for all tour requests

1                      2                      3                      4                      5

3. Coordinates with Principal, Assistant Principal and other appropriate staff to schedule tours

1                      2                      3                      4                      5

4. Coordinates scheduling of rooms for EEU trainings and meetings

1                      2                      3                      4                      5

5. Coordinates scheduling and reservations of video equipment by students and staff

1                      2                      3                      4                      5

6. Types and distributes EEU staff meeting minutes within two working days of the meeting

1                      2                      3                      4                      5

7. Maintains updated list of contact information for EEU staff and families

1                      2                      3                      4                      5

8. Coordinates building communication and main line phone coverage

1                      2                      3                      4                      5

**Events**

1. Assists the Principal, Assistant Principal and/or appropriate staff with coordination and facilitation of school events

1                      2                      3                      4                      5

2. Coordinates school picture day

1                      2                      3                      4                      5

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Principal's Signature

\_\_\_\_\_  
Date

Goals

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_