



Evaluation of the Secretary-Treasurer

The Superintendent/CEO shall have direct and primary responsibility for the supervision and evaluation of the Secretary-Treasurer.

The supervision process for the Secretary-Treasurer shall provide a minimum of one formal evaluation during each of the first two years in the position, and at least one formal evaluation every three years thereafter. It shall however, be the expectation that informal feedback/supervision by the Superintendent/CEO to the Secretary-Treasurer is a regular and on-going activity.

Supervision shall be seen as an ongoing process, with reports on professional growth and reviews of performance being shared with the Secretary-Treasurer. Summative reports shall be retained on file at the Division Office.

Ratings:	
Outstanding	<u>Outstanding</u> is unusual. Genuine "outstanding" performance means performance that is all one can possibly expect in all phases of the work. "Outstanding" work performance means a degree of performance that can be achieved but rarely maintained.
Very Good	<u>Very Good</u> means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.
Satisfactory	<u>Satisfactory</u> means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard he/she is a worker who has produced what can reasonably be expected of a fully competent person in the position.
Needs Improvement	<u>Needs Improvement</u> means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A "Needs Improvement" rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. A suggestion on how to improve must accompany this comment.
Not Applicable	<u>Not Applicable</u> means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.



BOARD RELATIONS AND RESPONSIBILITIES

Please circle the appropriate rating opposite each statement which best indicates your reaction as follows:

- | | | | | | |
|---|---|----|---|----|----|
| 1. Establishes and maintains a strong working relationship with the Superintendent and Board. | O | VG | S | NI | NA |
| 2. Provides ample information to enable the Board to make decisions. | O | VG | S | NI | NA |
| 3. Implements Board policies. | O | VG | S | NI | NA |
| 4. Keeps the Superintendent and Board informed on monitoring the divisional budget. | O | VG | S | NI | NA |
| 5. Prepares clear concise reports as required. | O | VG | S | NI | NA |
| 6. Accepts direction from the Board/Superintendent and works effectively with Board committees. | O | VG | S | NI | NA |

Comments on strengths and weaknesses:

Ratings:	
Outstanding	<u>Outstanding</u> is unusual. Genuine "outstanding" performance means performance that is all one can possibly expect in all phases of the work. "Outstanding" work performance means a degree of performance that can be achieved but rarely maintained.
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FISCAL AND FACILITIES MANAGEMENT

Please circle the appropriate rating opposite each statement which best indicates your reaction as follows:

- | | | | | | | | | |
|---|-----------------------|-----------|-----------------------|----------|-----------------------|-----------|-----------------------|-----------|
| 1. Prepares the divisional budget as per Divisional policy. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 2. Allocates resources effectively. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 3. Assists in the assignment of staff within established budgetary limits and guidelines. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 4. Is fiscally accountable for managing the overall Divisional budget. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 5. Works effectively with Superintendent and Assistant Superintendent. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 6. Effectively supervises purchasing procedures and policies. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 7. Effectively oversees adherence to all constitutional or statutory laws and provincial regulations. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 8. Supervision of all payroll, personnel records, and payments effectively. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |

Comments on strengths and weaknesses:

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SECRETARY-TREASURER / STAFF RELATIONSHIPS

Please circle the appropriate rating opposite each statement which best indicates your reaction as follows:

- | | | | | | | | | |
|---|-----------------------|-----------|-----------------------|----------|-----------------------|-----------|-----------------------|-----------|
| 1. Exhibits strong interpersonal skills. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 2. Exhibits a sense of justice and fair play. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 3. Works at establishing good staff morale. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 4. Unites people towards common goals. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 5. Involves staff in decision making. | <input type="radio"/> | VG | <input type="radio"/> | S | <input type="radio"/> | NI | <input type="radio"/> | NA |

Comments on strengths and weaknesses:

Ratings:

- | | |
|--------------------------|---|
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EDUCATIONAL LEADERSHIP

Please circle the appropriate rating opposite each statement which best indicates your reaction as follows:

- | | | | | | |
|--|----------|-----------|----------|-----------|-----------|
| 1. Monitors effectiveness of fiscal procedures. | O | VG | S | NI | NA |
| 2. Is involved in planning in-service and staff development for support staff associated with office. | O | VG | S | NI | NA |
| 3. Is knowledgeable of trends in education, finance, maintenance, transportation and technology. | O | VG | S | NI | NA |
| 4. Promotes and encourages continuous improvement in support services. | O | VG | S | NI | NA |
| 5. Promotes and encourages student excellence. | O | VG | S | NI | NA |
| 6. Promotes and encourages ongoing professional development and related training programs for support staff. | O | VG | S | NI | NA |

Comments on strengths and weaknesses:

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PERSONAL AND PROFESSIONAL

Please circle the appropriate rating opposite each statement which best indicates your reaction as follows:

- | | | | | | | |
|---|-----------------------|-----------|-----------------------|-----------|-----------------------|-----------|
| 1. Handles difficult situations. | <input type="radio"/> | VG | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 2. Is well organized. | <input type="radio"/> | VG | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 3. Manages personnel issues successfully. | <input type="radio"/> | VG | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 4. Exhibits enthusiasm for work. | <input type="radio"/> | VG | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 5. Promotes own professional growth. | <input type="radio"/> | VG | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 6. Is respected by colleagues and community. | <input type="radio"/> | VG | <input type="radio"/> | NI | <input type="radio"/> | NA |
| 7. Prepares cost analysis studies and annual financial reports. | <input type="radio"/> | VG | <input type="radio"/> | NI | <input type="radio"/> | NA |

Comments on strengths and weaknesses:

Ratings:

- | | |
|--------------------------|---|
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COMMUNICATIONS AND PUBLIC RELATIONS

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- | | | | | | |
|--|----------|-----------|----------|-----------|-----------|
| 1. Communicates effectively orally and in writing. | O | VG | S | NI | NA |
| 2. Maintains working relationship with Manitoba Education. | O | VG | S | NI | NA |
| 3. Reflects the Board's position on issues. | O | VG | S | NI | NA |
| 4. Communicates with administrators, coordinators, and support staff and others as required. | O | VG | S | NI | NA |

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