



JOB RELATED SKILLS

1.	Provides administrative support to the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor in a confidential, professional, and competent manner.	O	VG	S	NI	NA
2.	Receives correspondence directed to the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor, and redirects where appropriate.	O	VG	S	NI	NA
3.	Prepares correspondence and reports for the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor as required.	O	VG	S	NI	NA
4.	Arranges conference registrations, travel and accommodations for the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor.	O	VG	S	NI	NA
5.	Maintains and communicates an appropriate calendar of meetings, seminars, and conferences for the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor.	O	VG	S	NI	NA
6.	Assists in preparation for workshops, in-services, and meetings.	O	VG	S	NI	NA
7.	Supports the Maintenance Supervisor, Transportation Supervisor, and Student Services Coordinator with staffing including job advertisements, processing applications, interview scheduling, staffing letters, and maintaining the sub-EA list.	O	VG	S	NI	NA
8.	Maintains personnel files for maintenance, transportation and student services personnel.	O	VG	S	NI	NA
9.	Acts as the contact person/on call person when the Transportation Supervisor or Maintenance Supervisor are unavailable.	O	VG	S	NI	NA
10.	Prepares yearly bus driver binders and forms.	O	VG	S	NI	NA
11.	Assists in organizing all aspects of professional development training session as required for the maintenance, transportation and student services department.	O	VG	S	NI	NA
12.	Assists in vision and hearing program.	O	VG	S	NI	NA



13.	Coordinates the URIS documentation for the division including the creation of files and sending information for proper authorization.	O	VG	S	NI	NA
14.	Performs a variety of financial functions for the finance department.	O	VG	S	NI	NA
15.	Other related duties as assigned from time to time.	O	VG	S	NI	NA
16.	Attendance.	O	VG	S	NI	NA
18.	Public Relations					
	a) works positively as part of the PWSD team.	O	VG	S	NI	NA
	b) interacts positively with other staff.	O	VG	S	NI	NA
	c) interacts positively with the public.	O	VG	S	NI	NA
19.	Personal Qualities / Attributes					
	a) punctuality	O	VG	S	NI	NA
	b) dependability	O	VG	S	NI	NA
	c) cooperation	O	VG	S	NI	NA
	d) enthusiasm	O	VG	S	NI	NA
	e) judgment	O	VG	S	NI	NA
	f) adaptability	O	VG	S	NI	NA
	g) confidentiality	O	VG	S	NI	NA
	h) personal appearance	O	VG	S	NI	NA
	i) attitude to work	O	VG	S	NI	NA
	j) accepts responsibility	O	VG	S	NI	NA
	k) accepts direction	O	VG	S	NI	NA

Comments:

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.



GROWTH PLAN (Summary)

1. General Information – position description.

2. Growth Plan (Goals)

3. Areas of Strength:

4. Suggestions for Improvement:

5. Recommendations/Conclusions:

I have read and received a copy of the evaluation.

Employee's Signature

Date

Evaluator's Signature

Date

Comments (additional sheets may be added as required):