

Administrative Assistant – Personnel  
Performance Evaluation

Employee \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

Evaluator \_\_\_\_\_

<b>Performance Skill</b>	<b>Unsatisfactory</b>	<b>Satisfactory</b>
<b>Attendance</b>		
1. Arrives and departs from work as per contract regulations.		
2. The employee has been absent from work ____ days due to excused absences, and ____ days due to unexcused absences.		
<b>Personnel Records</b>		
1. Prepares new employee packets and assists employees in completion.		
2. Prepares non-tenured and all new teacher/staff contracts		
3. Maintains forms for, but not limited to, Illinois Municipal Retirement, Teacher Retirement, worker's compensation, disability, health, vision/dental, and life insurance.		
4. Creates, compiles and maintains personnel files for all employees including entering all new information on computer.		
5. Prepares and mails forms/information for all substitute teachers.		
6. Compiles, maintains and distributes substitute teacher lists.		
7. Maintains a daily teacher attendance log and the concomitant records for substitutes.		
8. Completes and submits New Hire reports to the Illinois Department of Employment Security.		
9. Verifies prior employment/sick leave.		
10. Maintains and documents employee absences.		
11. Annually updates and enters on computer all new leaves for employees.		
12. Oversees and maintains "Requests for Leave".		

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13. Keeps current in the field.		
<b>Insurance</b>		
1. Prepares and organizes open enrollment for health, vision/dental.		
<b>Revolving Fund Checking Account</b>		
1. Balances the checking account and prepares monthly reports for the Board.		
<b>STEP</b>		
1. Prepare, update, audit and enter into state database student timesheets.		
2. Prepare payroll report for paid students.		
3. Maintain state database with any changes.		
4. Prepare monthly, quarterly, and year end reports.		
<b>Other Responsibilities</b>		
1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.		
2. Completion of miscellaneous surveys and studies as requested by the District.		
3. Review transportation field trip requests, forward to schools and transportation department, or refer to Director or Designee.		
4. Prepare assignment letters for the new school year.		
5. Maintain therapy caseload database and print reports for Coordinators.		
6. Schedules and maintains playbase evaluations.		
7. Prepare new student folders.		
8. Prepare work day schedules for paraprofessionals for new school year.		
9. Track TCI trainings and prepare certificates.		
10. Prepare interview packets and update with new information.		

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11. Prepare and mail letter to job applicants.		
12. Maintains a positive image for our cooperative by greeting the public in a friendly and helpful manner.		
13. Performs any other duties as deemed appropriate and necessary by the Director.		

SUMMATIVE RATING OF PERFORMANCE:

UNSATISFACTORY

SATISFACTORY

SUMMARY STATEMENTS:

EMPLOYEE COMMENTS:

Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

I have seen the above report and had an opportunity to react to it, and have received a copy of the report. I understand that my signature merely acknowledges that I have examined the report, not that I necessarily agree with its contents.

This evaluation report shall be filed in the employee's personnel file.