

Executive Administrative Assistant
Performance Evaluation

Employee _____

Date of Evaluation _____

Evaluator _____

Performance Skill	Unsatisfactory	Satisfactory
<u>Attendance</u>		
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.		
<u>Funding And Child Tracking System (FACTS)</u>		
1. Prepare annual Pupil and Personnel Claims for LEA's. Tasks include:		
2. Perform all tasks, including in-service training on <i>iePoint</i> .		
3. Manage Funding and Child Tracking System (FACTS). Tasks include:		
<u>Medicaid Billing</u>		
1. Perform all tasks, including coordinating in-service training for Medicaid billing.		
2. Prepare and file Administrative Outreach claims.		
3. Serve as a "back up" for IDPA billing.		
4. Fairbanks Random Moment Time Studies – Enter and maintain participant list into system, email RMTS information to participants and verify completion of data.		
5. Maintain Fee for Service Medicaid Billing.		
<u>Federal Grants</u>		
1. Assist in the development and maintenance of the Federal Funds IDEA Flow Through Part B and IDEA Preschool Part B Grants.		
2. Compile district information, along with exceptions to Maintenance of Effort to submit to ISBE.		
3. Organize and transmit the Timely and Meaningful Consultation information to districts.		
<u>E-Rate Process and Procedures</u>		
1. Attend meetings and compile information to complete the E-rate process – Form 470, Form 471 and Item 21 Attachments, Form 486		

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and BEAR Forms.		
2. Maintain all records associated with the E-rate process for retention purposes.		
3. Technology Plan – assist in the development and submission of the cooperative Technology Plan.		
<u>Professional Development Procedures and ISBE Requirements</u>		
1. Organize and setup yearly training plan and make sure that employees receive and complete required training through the Public Works system.		
2. Process approved professional development requests by distributing to personnel and registering if necessary, maintain monthly request.		
3. Create files for Professional Development provided by SESE with required documentation.		
4. Distribute Needs Assessment surveys to district and cooperative staff.		
<u>Student</u>		
1. Input Teacher Course Assignment information into the Student Information System.		
2. Create classroom report cards with the SIS course numbers and send to classroom teachers for grade completion.		
3. Distribute to district SIS personnel the completed classroom report cards in order for the SIS personnel to enter student information into the district system.		
4. Maintain and setup employees on the I-Star (IEP) system, offer assistance as needed.		
5. Assist in correlating and distributing ESY information to providers.		
6. Collect the EI to EC reports from the districts to aid in keeping information on EI students for possible placements in classes.		
<u>Board</u>		

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1. Calculate the district referral numbers each month for the Case Study Evaluation Report distributed to the Executive Board.		
2. Type changes to the board policies from Policy Committee for the board packet.		
3. Prepare and post vacancy notices for cooperative positions, send via email to SESEA President and all classroom teachers.		
4. Prepare District Special Education Profiles charts and comparisons for the Executive Board.		
Other Responsibilities		
1. Serve as a confidential employee to director and boards by maintaining the ability to exercise discretion in formulating or affecting management policy by expressing and implementing the decisions of the employer.		
2. Performs the usual office routines and practices associated with a busy yet productive and smoothly-run office. Such practices include cooperating with other secretaries/administrative assistants and helping outside usual responsibilities when needed to maintain an efficient office.		
3. Maintains the SESE Website and all district forms.		
4. Performs other duties as may be assigned by the Director.		

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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.