

BARNSTABLE PUBLIC SCHOOL DISTRICT
**ADMINISTRATIVE ASSISTANT AND FAMILY
LIAISON EVALUATION FORM**

Employee

Rating Scale:

U: Unsatisfactory N: Needs Improvement P: Proficient E: Excellent N/A: Not Applicable

Job Knowledge and Skills	U	N	P	E	N/A
1. Requires minimal supervision					
2. Completes work assignment according to the job description					
3. Performs various duties as assigned					
4. Plans ahead and organizes time wisely					
5. Demonstrates willingness to accept new responsibilities					
6. Offers assistance when not specifically requested					
7. Accurately maintains and updates student records					
8. Accurately processes record requests					
9. Effectively supervises staff					
10. Monitor, maintain, and balance budget line items and coordinate with finance on any line item adjustments					
11. Effectively and efficiently works with administration and Human Resources to complete paperwork related to staffing including but not limited to PAF, PRF and CORI.					
Commendations and Recommendations					

Communication Skills	U	N	P	E	N/A
12. Displays a positive attitude towards the students, staff, and the public					
13. Expresses thoughts and ideas openly					
14. Promotes good staff morale					
15. Exhibits good listening and comprehension skills					
16. Answers the telephone in a professional and courteous manner					
17. Demonstrates professional integrity and confidentiality					
18. Responsiveness to needs and feedback.					
Commendations and Recommendations					

Family Liaison	U	N	P	E	N/A
19. Language proficiency in target languages.					
20. Accuracy in translation and interpretation.					
21. Proficiency in utilizing translation technology.					
22. Sensitivity and understanding of cultural differences and nuances and ability to adapt language and communication style to convey information.					
Commendations and Recommendations					

Planning and Organizing	U	N	P	E	N/A
23. Supports and assists school administration with various aspects of MCAS testing and/or other school and district assessments					
24. Supports and/or assists with planning of open houses and other parent events					
25. Supports and assists with planning and coordination of student field trips, dances and other school activities					
26. Supports and assists school administration with school based professional development and staff meetings.					
27. Plans and provides professional development and/or training to staff					
28. Facilitates a request to update or creates updates to school websites					
Commendations and Recommendations					

Technology Skills	U	N	P	E	N/A
29. Use and knowledge of payroll, finance or accounts payable platform					
30. Run a variety of budget, payroll, and/or finance reports as needed					
31. Use and knowledge of technological devices and equipment					
32. Use of relevant and applicable technology programs/platforms					
33. Learns new technology adopted by district					
34. Participates in relevant educational workshops and meetings as reasonably requested					
Commendations and Recommendations					

Safety Protocols and Procedures	U	N	P	E	N/A
35. Keeps work area clean and orderly					
36. Follows established safety procedures					
37. Maintains strict confidentiality of all office, school, and personnel information					
38. Reports any problems or safety concerns immediately					
39. Exhibits sound judgment and problem solving					
40. Maintains a calm demeanor in a crisis situation					
Commendations and Recommendations					

Attendance & Punctuality	U	N	P	E	N/A
41. Reports to work on time and is prepared to begin the day					
42. Is dependable and reliable					
43. Uses accruals appropriately					
Commendations and Recommendations					

Adaptability & Teamwork	U	N	P	E	N/A
44. Takes direction from supervisor and follow instructions					
45. Collaborates with, offers assistance to, and supports co-workers					
46. Adjusts to last minute deadlines and/or work changes					
47. Accepts feedback and takes responsibility for own actions					
48. Treats co-workers with respect					
49. Displays positive outlook and pleasant manner					
Commendations and Recommendations					

RATINGS:

Unsatisfactory: Does not meet job requirements

Needs Improvement: Progressing toward job requirements

N/A: Not applicable

Proficient: Meets job requirements

Excellent: Exceeds job requirements

Final Evaluation Rating	U	N	P	E
Overall Rating				
Evaluator Comments				
Employee Comments				

Dated:
Employee

Dated:
Supervisor

Dated:
Administrator

Signature indicates completion of the process and review of the document, but not necessarily agreement.

Instrument created May, 2023