

**ADMINISTRATIVE ASSISTANT
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.**

Name: _____ Date: _____

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
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A. General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community1 2 3 4 5
4. *Keep current and accurate records that conform to program policies1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information1 2 3 4 5
6. Maintain objectives and professional standards.....1 2 3 4 5
7. Improve self-skills and education1 2 3 4 5
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.....1 2 3 4 5
9. Perform any other work-related duties as requested by your supervisor1 2 3 4 5
10. Be a contributory team member in a positive/productive manner.....1 2 3 4 5
11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties.....1 2 3 4 5

*Comments or examples:

B. Office Duties:

1. Types, reproduces, and distributes written materials promptly.....1 2 3 4 5
2. Files promptly and maintains accurate filing systems1 2 3 4 5
3. Keeps office area clean and neat, free of clutter1 2 3 4 5
4. *Assist the Executive Director with correspondence with boards, funding sources and community groups.....1 2 3 4 5
5. Assist the Executive Director in the preparation of grants, contracts, and interagency agreements.....1 2 3 4 5

*Comments or examples:

C. Staff Communication and Team Membership:

1. Shares materials and information.....1 2 3 4 5
2. *Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling.....1 2 3 4 5
3. *Supports team members and supervisor verbally and by attitude.....1 2 3 4 5
4. Sets aside sufficient time to meet and plan with team members.....1 2 3 4 5

*Comments or examples:

D. Work Ethics:

1. *Comes to work on time.....1 2 3
2. Notifies supervisor prior to beginning of work day when not able to come to work1 2 3
3. *Misses little time because of illness.....1 2 3
4. Willingly accepts changes in program.....1 2 3
5. Accepts and acts on constructive criticism.....1 2 3

6. Follows through on accepted tasks or agreements.....1 2 3

*Comments or examples:

Do you have long-term employment goals? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

Supervisor's Signature _____ Date _____

Administrative Assistant's Signature _____ Date _____

UMCHS/RVS 12/29/98

Rating Scale Explanation:

- 1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
- 2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
- 3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
- 4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
- 5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Successful completion of a 6 month introductory period

Eligible for merit increase

Not eligible for merit increase