Schuyler Community Schools
SAA Weekly Meeting
Monday, March 29, 2021 9:00 AM
Schuyler Community Schools Board Room
120 West 20th Street
Schuyler, NE 68661

I. Discussion Items

Prepared by: Christina Bywater, Secretary to the Board

SCHUYLER COMMUNITY SCHOOLS: PARAPROFESSIONAL SELF-EVALUATION

Paraprofessional: _____ DATE: _____

Supervisor: _____ DATE: _____

Program/Grade: _____

Instructions:

The following items have been prepared so that you can indicate how you feel about your performance in relationship to each of the questions. For each item circle the letter which represents your reaction as to whether you Strongly Agree (SA), Agree (A), are Not Sure (N), Disagree (D), or Strongly Disagree (SD).

1. Do I respect others rights to confidentiality?	SA	A	N	D	SD
2. Do I make myself helpful by offering my services to the teacher when there is an obvious need for help?	SA	A	N	D	SD
3. Do I have a plan for getting children into groups?	SA	A	N	D	SD
4. Do I find opportunities for giving children choices or do I tell them what to do?	SA	A	N	D	SD
5. Do I observe closely the techniques used by the teacher and follow through when I am working with the group?	SA	A	N	D	SD
6. Do I really listen to what children say?	SA	A	N	D	SD
7. Do I accept criticisms and suggestions without becoming emotionally upset?	SA	A	N	D	SD
8. Do I follow directions of the classroom teacher?	SA	A	N	D	SD
9. Do I try to develop a friendly attitude with all of my co-workers?	SA	A	N	D	SD
10. Do I give too much help to children rather than allowing them time to think?	SA	A	N	D	SD
11. Do I refrain from interfering between another teacher and pupil unless called on for assistance?	SA	A	N	D	SD
12. Do I avoid criticism of the children, the teacher, and the school?	SA	A	N	D	SD
13. Do I maintain accurate and complete records of the activities of students with whom I work?	SA	A	N	D	SD
14. Do I have an adequate knowledge of the school rules and policies governing my employment?	SA	A	N	D	SD
15. Do I understand the discipline/student management procedures employed by my supervising teacher?	SA	A	N	D	SD
16. Do I have sufficient knowledge of operating the audiovisual and reproduction equipment?	SA	A	N	D	SD
17. Do I know the procedures to follow in a school emergency, such as fire, and first aid?	SA	A	N	D	SD
18. Do I dress in an appropriate manner commensurate with the expectations of the school?	SA	A	N	D	SD
19. Do I use the proper school channels when I have a disagreement with a staff member?	SA	A	N	D	SD
20. Do I feel that I am making a positive contribution to the education of students?	SA	A	N	D	SD

SCHUYLER COMMUNITY SCHOOLS
ADMINISTRATIVE ASSISTANT SELF-EVALUATION

NAME: _____ EMPLOYEE SIGNATURE: _____ DATE: _____

BLDG: _____ SUPERVISOR SIGNATURE: _____ DATE: _____

	SA	A	N	D	SD
I. PERSONAL QUALITIES AND ATTRIBUTES					
a. I am punctual and dependable					
b. I accept responsibility and direction with a positive attitude					
c. I accept direction and/or constructive criticism about my performance					
d. I have good time management skills and manage breaks in a profesisonal manner					
e. I respect confidentiality and practice a positive attitude on the job					
f. I am enthusiastic and cooperative					
g. I maintain a professional work space and personal appearance					

	SA	A	N	D	SD
II. INTERPERSONAL RELATIONSHIP SKILLS					
a. I am able to contribute to the overall effectivenss of the office team					
b. I am considerate of other employee's work and respect their work schedule					
c. I perform my job functions with tact and discretion					
d. I demonstrate a professional demeanor and maintain effective working relationships with all staff					
e. I greet the public and district employees in a professional and helpful manner					
f. I demonstrate a genuine concern for others and assist in finding options to help them grow					

	SA	A	N	D	SD
III. RESPONSIBILITY AND DEPENDABILITY					
a. I am reliable and conscientious					
b. I can be depended upon to complete tasks and meet deadlines					
c. I manage issues without escallating them into a crisis situation					
d. I handle emergencies and stressful situations in a professional and caring manner					
e. I am able to return to work and complete my tasks following disruptions in schedules					
f. I contribute to and support administrative decisions					

	SA	A	N	D	SD
IV. DECISION MAKING/JUDGEMENT/INITIATIVE					
a. I evaluate present practices and seek alternatives to improve my efficiency					
b. I make wise decisions based on policies and established procedures					
c. I initiate action and demonstrate a willingness to exceed minimum performance required by the job					
d. I respect and maintain confidentiality in dealing with correspondence, records, individuals, etc...					
e. I determine priorities and reach quick and accurate solutions					

	SA	A	N	D	SD
V. COMMUNICATION SKILLS					
a. I am able to communicate effectively both orally and in writing					
b. I answer phone calls and assist the general public in a professional manner					
c. I exercise considerable judgement in transferring telephone calls and scheduling appointments					
d. I accurately transmit notes, directives, and decisions in a timely and professional manner					
e. Uses electronic communication systems (email, text, calendars, website, etc...) to stay informed					

	SA	A	N	D	SD
VI. TECHINCAL SKILLS					
a. Is competent in his/her telephone skils (transfer calls, message, etc...)					
b. Is competent in using internal communication systems (email, text, intercom, etc.)					
c. Is proficient in using/training staff on copy machine use (print/scan/copy)					
d. Demonstrates proficient word processing skills (microsoft word, power point etc..)					
e. Demonstrates proficiency in the use of spreadsheets (Excel, Numbers, etc...)					
f. Demonstrates proficient database skills (File Maker Operations Database)					
g. Is knowledgeable about specialized software used in his/her job (Infinite Campus etc.)					
h. Demonstrates proficiency in the use of the Internet and other online resources in his/her job					
i. Demonstrates proficiency on peripheral devices (laminators, printers, etc)					
j. Demonstrates skills in setting up electronic equipment for meetings (projectors, zoom)					

	SA	A	N	D	SD
VII. OFFICE MANAGEMENT SKILLS					
a. I prioritize and effectively handle a demanding workload					
b. I can work independently without direct supervision					
c. I can work effectively as a member of a team on office projects					
d. I am willing to accept a leadership role if asked					
e. I am flexible and willing to adapt my work schedule/hours if necessary					
f. I keep an organized workspace and am able to locate items easily					

	SA	A	N	D	SD
VIII. ADMINISTRATIVE SKILLS					
a. I demonstrate flexibility in my work schedule					
b. I identify problems and recommend options or solutions					
c. I seek advice and guidance from my supervisior when appropriate					
d. I seek advice and guidance from other office staff when appropriate					
e. I understand and adhere to established office procedures and practices					
f. I am open to trying new resources to maximize productivity and efficiency					
g. I anticipate problems in my area and develop approaches to solve them					
h. I demonstrate confidence in handling new or difficult job assignments					
i. I Respond in a timely manner to requests for information or assistance					

	SA	A	N	D	SD
IX. PROFESSIONAL DEVELOPMENT					
a. I am willing to attend training opportunities to promote job quality and efficiency					
b. I read professional literature/books that promote my skills as an office assistant					
c. I inititiate professional development ideas to improve the work environment					

	SA	A	N	D	SD
X. PUBLIC RELATIONS AND COMMUNITY INVOLVEMENT					
a. I participate in programs of civic organizations and other community groups					
b. I support school/community activities through participation or attendance at events					

SELF-EVALUATION

Date:		1. First Evaluation
Date:		2. Second Evaluation

SA	STRONGLY AGREE
A	AGREE
N	NEUTRAL
D	DISAGREE
SD	STONGLY DISAGREE

XI. GOALS:

1. _____
2. _____
3. _____

SUGGESTIONS FOR IMPROVING OFFICE ENVIRONMENT

_____

_____

_____

_____

SCHUYLER COMMUNITY SCHOOLS
ADMINISTRATIVE ASSISTANT SUMMATIVE EVALUATION

NAME: _____ EMPLOYEE SIGNATURE: _____ DATE: _____

BLDG: _____ SUPERVISOR SIGNATURE: _____ DATE: _____

	S	A	N	U	NO
I. PERSONAL QUALITIES AND ATTRIBUTES					
a. Is punctual and dependable					
b. Accepts responsibility and direction with a positive attitude					
c. Accepts direction and/or constructive criticism about his/her performance					
d. Has good time management skills and manage breaks in a profesisonal manner					
e. Respects confidentiality and practices a positive attitude on the job					
f. Is enthusiastic and cooperative					
g. Maintains a professional work space and personal appearance					

	S	A	N	U	NO
II. INTERPERSONAL RELATIONSHIP SKILLS					
a. IS able to contribute to the overall effectivenss of the office team					
b. Is considerate of other employee's work and respects their work schedule					
c. Performs job functions with tact and discretion					
d. Demonstrates a professional demeanor and maintains an effective working relationships with all staff					
e. Greets the public and district employees in a professional and helpful manner					
f. Demonstrates a genuine concern for others and assists in finding options to help them grow					

	S	A	N	U	NO
III. RESPONSIBILITY AND DEPENDABILITY					
a. Is reliable and conscientious					
b. Can be depended upon to complete tasks and meet deadlines					
c. Manages issues without escallating them into a crisis situation					
d. Handles emergencies and stressful situations in a professional and caring manner					
e. Is able to return to work and completes tasks following disruptions in schedules					
f. Contributes to and supports administrative decisions					

	S	A	N	U	NO
IV. DECISION MAKING/JUDGEMENT/INITIATIVE					
a. Evaluates present practices and seeks alternatives to improve work efficiency					
b. Makes wise decisions based on policies and established procedures					
c. Initiates action and demonstrates a willingness to exceed minimum performance required by the job					
d. Respects and maintains confidentiality in dealing with correspondence, records, individuals, etc...					
e. Determines priorities and reaches quick and accurate solutions					

	S	A	N	U	NO
V. COMMUNICATION SKILLS					
a. Is able to communicate effectively both orally and in writing.					
b. Answers phone calls and assists the general public in a professional manner					
c. Exercises considerable judgement in transferring telephone calls and scheduling appointments					
d. Accurately transmit notes, directives, and decisions in a timely and professional manner					
e. Uses electronic communication systems (email, text, calendars, website, etc...) to stay informed					

	S	A	N	U	NO
VI. TECHINCAL SKILLS					
a. Is competent in his/her telephone skils (transfer calls, message, etc...)					
b. Is competent in using internal communication systems (email, text, intercom, etc.)					
c. Is proficient in using/training staff on copy machine use (print/scan/copy)					
d. Demonstrates proficient word processing skills (microsoft word, power point etc..)					
e. Demonstrates proficiency in the use of spreadsheets (Excel, Numbers, etc...)					
f. Demonstrates proficient database skills (File Maker Operations Database)					
g. Is knowledgeable about specialized software used in his/her job (Infinite Campus etc.)					
h. Demonstrates proficiency in the use of the Internet and other online resources in his/her job					
i. Demonstrates proficiency on peripheral devices (laminators, printers, etc)					
j. Demonstrates skills in setting up electronic equipment for meetings (projectors, zoom)					

	S	A	N	U	NO
VII. OFFICE MANAGEMENT SKILLS					
a. Prioritizes and effectively handles a demanding workload					
b. Works independently without direct supervision					
c. Works effectively as a member of a team on office projects					
d. Is willing to accept a leadership role if asked					
e. Is flexible and willing to adapt work schedule/hours if necessary					
f. Keeps an organized workspace and is able to locate items easily					

	S	A	N	U	NO
VIII. ADMINISTRATIVE SKILLS					
a. Demonstrates flexibility in work schedule					
b. Identifies problems and recommends options or solutions					
c. Seeks advice and guidance from supervisior when appropriate					
d. Seeks advice and guidance from other office staff when appropriate					
e. Understands and adheres to established office procedures and practices					
f. Is open to trying new resources to maximize productivity and efficiency					
g. Anticipates problems and develop approaches to solve them					
h. Demonstrates confidence in handling new or difficult job assignments					
i. Responds in a timely manner to requests for information or assistance					

	S	A	N	U	NO
IX. PROFESSIONAL DEVELOPMENT					
a. Is willing to attend training opportunities to promote job quality and efficiency					
b. Reads professional literature/books that promote job skills as an office assistant					
c. Initiates professional development ideas to improve the work environment					

	S	A	N	U	NO
X. PUBLIC RELATIONS AND COMMUNITY INVOLVEMENT					
a. Participates in programs of civic organizations and other community groups					
b. Supports school/community activities through participation or attendance at events					

SELF-EVALUATION

Date:		1. First Evaluation
Date:		2. Second Evaluation

S	STRENGTH
A	ACCEPTABLE
N	NEEDS IMPROVEMENT
U	UNSATISFACTORY
NO	NOT OBSERVED

XI. GOALS:

1. _____
2. _____
3. _____

SUGGESTIONS FOR IMPROVING OFFICE ENVIRONMENT

_____

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