

TRANSPORTATION ADMINISTRATIVE ASSISTANT II,  
EVALUATION FORM

Employee: \_\_\_\_\_ School: \_\_\_\_\_ Secretary I, II, III  
Number of years with district \_\_\_\_\_ Number of years in current position \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Rubric:** Evaluate the employee using the following scoring rubric:  
4= excellent 3=good 2=fair 1=Needs Improvement  
(Needs Improvement: Any item scored a "1" must be addressed in the supervisor comment section stating the problem and the recommendation for improvement.)  
(NA) Indicates "Not Applicable"

**1) Quality of work performed:**

- \_\_\_\_\_ Work is performed on time
- \_\_\_\_\_ Accurate
- \_\_\_\_\_ Neat and orderly
- \_\_\_\_\_ Thorough
- \_\_\_\_\_ Organized

**2) Initiative:**

- \_\_\_\_\_ Works well without constant supervision
- \_\_\_\_\_ Stays on task; completes all work as assigned
- \_\_\_\_\_ Self motivated
- \_\_\_\_\_ Displays a good understanding of the job requirements and responsibilities

**3) Judgment/Decision making:**

- \_\_\_\_\_ Makes sound decisions based on accurate information
- \_\_\_\_\_ Uses common sense
- \_\_\_\_\_ Displays a professional attitude and demeanor at all times
- \_\_\_\_\_ Communicates decisions effectively
- \_\_\_\_\_ Maintains composure in difficult situations

**4) Dependability/loyalty:**

- \_\_\_\_\_ Maintains confidentiality
- \_\_\_\_\_ Demonstrates a positive attitude
- \_\_\_\_\_ On time, and few absences
- \_\_\_\_\_ Works within the framework of district rules and policies
- \_\_\_\_\_ Understands and follows directions well
- \_\_\_\_\_ Follows the established chain of command

**5) Interpersonal relations/communication:**

- \_\_\_\_\_ Cooperative attitude
- \_\_\_\_\_ Professional appearance
- \_\_\_\_\_ Works well with students, staff, and the public
- \_\_\_\_\_ Communicates effectively both verbally and in written form

**Personal conduct promotes a positive impression/image of the school/district**

**6) Office Management Skills**

- \_\_\_\_\_ Receive and respond to phone calls from parents or public concerning transportation by providing information or referring call to appropriate staff.
- \_\_\_\_\_ Processes incoming and outgoing mail.
- \_\_\_\_\_ Types a variety of materials including letters, reports. Must be able to handle all information and records in a responsible and confidential manner.
- \_\_\_\_\_ Assists the supervisor in processing incoming supplies and equipment, checking original purchase orders, authorizing purchase and submits appropriate paperwork to the district office to facilitate proper payments for good or services received by the school.
- \_\_\_\_\_ Maintains supply and storage rooms, including ordering, stocking and distributing supplies, equipment, etc.
- \_\_\_\_\_ Performs other work related tasks and assignments as deemed necessary by the department supervisor.
- \_\_\_\_\_ Possess a DOT Physical or willing to obtain within 30 days of hire.
- \_\_\_\_\_ Be CPR and First Aid Certified.
- \_\_\_\_\_ Assist supervisor in maintaining driver records.
- \_\_\_\_\_ Prepares and maintains reports per the State Department of Education Transportation in an acceptable manner, providing ready access for the department supervisor and district office.
- \_\_\_\_\_ Develop and maintain filing and record –keeping systems, both physical and electronic.
- \_\_\_\_\_ Prepare correspondence, reports and other documents, as directed. Perform data entry of pertinent information.
- \_\_\_\_\_ Design, format and prepare forms and other documents as directed.
- \_\_\_\_\_ Use standard office equipment.
- \_\_\_\_\_ Report employee’ hours, time, leave, per district policy and procedures.
- \_\_\_\_\_ Maintain permanent records, per district policy and procedures.
- \_\_\_\_\_ Answer phones while maintaining professional demeanor and answering queries or redirecting caller to appropriate personnel.
- \_\_\_\_\_ Develop and maintain filing for fleet, example; mileage sheets, pre trip forms.
- \_\_\_\_\_ Ensure that all financial transactions are properly coded, tracked with budget

**SUPERVISOR’S COMMENTS:**

**EMPLOYEE’S COMMENTS:**

**Supervisor’s recommendation to the Trustees:**

- \_\_\_\_\_ **Recommend continued employment of employee**
- \_\_\_\_\_ **Probationary recommendation**
- \_\_\_\_\_ **Recommend termination of employee**

\_\_\_\_\_  
**Supervisor’s Signature**                      **Date**                      \_\_\_\_\_  
**Employee’s Signature**                      **Date**