

RUTHVEN-AYRSHIRE COMMUNITY SCHOOLS  
BOARD SECRETARY EVALUATION

Key: 1. Unsatisfactory 2. Needs improvement 3. Satisfactory

1. Board of Education

- A. Prepares agenda and financial reports, including listing of bills, in time for mailing to members
- B. Posts agenda and notifies requesting media groups
- C. Keeps adequate record of all board meetings
- D. Makes quarterly and year-end reports accurately and on time
- E. Keeps equipment and book inventory
- F. Completes all financial reports at end of fiscal year (July 1)
- G. Maintains up-to-date board policy book

	1	2	3

2. Lunch Program

- A. Administers sale of and recording of lunch tickets adequately
- B. Keeps adequate lunch records for filing state reports
- C. Files state reports on time
- D. Checks invoices and shipments with head cook prior to payment
- E. Files bills for easy access
- F. Balances lunch fund with bank statement


3. General Activity and Other Funds

- A. Has books set up for beginning of fiscal year (July 1)
- B. Codes invoices properly
- C. Checks invoices for errors
- D. Files bills in accordance with filing system
- E. Balances all accounts with bank statements
- F. Makes financial reports for monthly Board of Education meetings
- G. Pays all bills on time


4. Payroll

- A. Files state, IPERS and federal reports on time
- B. Distributes checks on time
- C. Accurately codes computer with salaries and deductions
- D. Double calculates time sheets turned in by hourly employees


5. Miscellaneous Office Duties

- A. Answers telephone in a courteous manner
- B. Office presents a well-organized business-like atmosphere
- C. Is willing to assume non-specific tasks
- B. Maintains confidentiality regarding office transactions
- D. Overall cooperation with total staff


6. Treats Others Equitably

- A. Treats students equitably regardless of student's race, sex, religion or national origin
- B. Treats all staff members equitably regardless of race, sex, religion or national origin
- C. Treats parents and other community members equitably regardless of race, sex, religion or national origin


Comments:

Signature of Supervisor

Date

Signature of Employee

Date