

Task: Annual Evaluation

ANNUAL EVALUATION



Evaluator:

School Committee Summative Evaluation

Date:

01/30/2023

Performance Competencies

I. COMMUNICATION & DEPENDABILITY

	Exemplary	Above Expectations	Meets Expectation	Below Expectations	Unsatisfactory
Exhibits good listening and comprehension	<input type="text"/>				
Keeps others adequately informed through appropriate communication methods	<input type="text"/>				
Is accountable for projects and tasks through completion	<input type="text"/>				

Overall Performance in this element:

5

Comments:

[Must reflect the assessment above.](#)

"Joanna is superb in keeping School Committee members informed and is highly accountable in completing projects and tasks. She always follows up with members to ensure that all members respond to items." - Beverly Hugo

"Joanna is fantastic in her communication, email, phone, and scheduling. She completes all tasks promptly and to completion. It is nice to have someone with the abilities Joanna exhibits daily to keep me in line as I fulfill my role as a school committee representative." - Jennifer Moshe

"Joanna is an incredibly dependable employee. Her work this year has continued to be thorough and efficient. The result of her stellar efforts is that I am comfortable in my role as a school committee member because I get the documents and communications I need in order to do the work." -Adam Freudberg

"Joanna is great in both written and verbal communication. She consistently keeps the school committee members informed of her work, our work, and our progress toward goals. She reports necessary information effectively and efficiently." -Tiffanie Maskell

"Joanna is always there and very patient with me." - Willie LaBarge

II. COOPERATION & INITIATIVE

	Exemplary	Above	Meets	Below	Unsatisfactory
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	Expectations	Expectation	Expectations
Establishes and maintains effective relations with all stakeholders by exhibiting a positive outlook	<input type="text"/>		
Works cooperatively in group situations and balances team and individual responsibilities	<input type="text"/>		
Seeks increased responsibilities, volunteers readily, and asks for help when needed	<input type="text"/>		

Overall Performance in this element:

5

Comments:

[Must reflect the assessment above.](#)

"Joanna has an omnipresent positive outlook and remains highly pleasant, patient and supportive, no matter what amount of work and responsibilities that she is encountering. As a convener of a subcommittee, I am always supported and advised well. She is a master in keeping us on track and in a timely, professional way." - Beverly Hugo

"Joanna is the person that makes everything workable and manageable. She is always willing to do more and offer more." -Jennifer Moshe

"The beginning of this year was a transition year with new members and leaders taking on roles. Joanna adjusted very well to change, and has excelled in order to keep the School Committee organized and functioning well." -Adam Freudberg

"Joanna creates a positive and inclusive work environment. I miss going to the office weekly! She always has a smile on her face. She can be counted on to carry out assignments with careful follow-through and follow-up. She is always offering assistance to me when I need it." - Tiffanie Maskell

"She takes the initiatives on things concerning what needs to be done." - Willie LaBarge

III. PLANNING & PROBLEM SOLVING

	Exemplary	Above Expectations	Meets Expectation	Below Expectations	Unsatisfactory
Uses time efficiently	<input type="text"/>				
Adapts changes smoothly	<input type="text"/>				
Gathers and analyzes information skillfully, identifies and reports problems in a timely manner, and develops alternative solutions	<input type="text"/>				

Overall Performance in this element:

5

Comments:

[Must reflect the assessment above.](#)

"When one has nine bosses, one must adapt, be patient and be able to pivot in case of changes in scheduling. Joanna is always cool, calm and collected and produces everything in an exemplary way." -Beverly Hugo

"Joanna is excellent at making changes of any kind, no matter who it may affect is minimal to eliminate any issues. I believe she manages her time well and our time well with respect when scheduling our meetings. She is fantastic at offering suggestions and solutions." - Jennifer Moshe

"Joanna is creative and adjusts to challenges well. She focuses on the end goal, and does the necessary work in order to get there." -Adam Freudberg

"Joanna keeps the school committee members apprised of ongoing problems within the office. She is able to successfully analyze a problem and find a resolution quickly. She skillfully gathers information and generates reports on the information. She is able to manage her time well between the office and school committee meetings." -Tiffanie Maskell

IV. INNOVATION & QUALITY

	Exemplary	Above Expectations	Meets Expectation	Below Expectations	Unsatisfactory
Meets challenges with resourcefulness through original thinking and creativity	<input type="text"/>				
Generates suggestions for improving work	<input type="text"/>				
Demonstrates accuracy and thoroughness	<input type="text"/>				

Overall Performance in this element:

5

Comments:

[Must reflect the assessment above.](#)

"Joanna pays a great deal of attention to detail and can think very creatively on her feet, whether there are technology issues before or during a meeting, guiding a member through improving the agenda or following through on tasks."-Beverly Hugo

"The quality of Joanna's work is truly exemplary. The knowledge she possesses from years of doing this job helps new members have information quicker than if it were someone who needed to find information blindly." -Jennifer Moshe

"Joanna is so detail oriented I never get tired of it! I am continuously impressed with how well she anticipates member needs and provides us with the requested/expected materials." -Adam Freudberg

"Joanna consistently looks for ways to improve existing processes and overall operations. She is accurate and thorough. She thinks logically and practically and can visualize processes. She is an invaluable asset to the committee." -Tiffanie Maskell

V. JOB KNOWLEDGE, JUDGMENT & TEAMWORK

	Exemplary	Above Expectations	Meets Expectation	Below Expectations	Unsatisfactory
Competent in required job skills and knowledge	<input type="text"/>				
Uses resources effectively	<input type="text"/>				
Displays ability to make decisions but also includes appropriate people in the decision-making process	<input type="text"/>				

Overall Performance in this element:

5

Comments:

Must reflect the assessment above.

"Joanna exhibits the gold standard for Administrator Assistants for School Committees. She is highly collaborative and never hesitates to include the appropriate people in the decision-making process." -Beverly Hugo

"If Joanna didn't have sound judgment and competent knowledge of the schools and our school committee roles, we would not be able to function as a capable unit of 9" -Jennifer Moshe

"Joanna is excellent at following chain of command, as well as separating responsibilities/requests if necessary to be completed by the appropriate entity." -Adam Freudberg

"Joanna is more than competent in the skills required for her job. She often seeks out new technology and resources to make the office more efficient. She helps find solutions to problems and offers help willingly. She uses proper judgment on tasks and seeks the appropriate people when an issue needs immediate resolution." -Tiffanie Maskell

Evaluators Summary

Overall Feedback:

"As the longest-serving member of this School Committee, I have had the experience of working with many fine and competent administrative assistants in Framingham. However, Joanna has my ultimate recommendation for being the most competent, professional, and thoughtful administrative assistant. The Framingham School Committee is blessed to have such a high quality employee and a great human being!" -Beverly Hugo

"Joanna is a person I would want as my partner in the private sector. She is talented and able to multitask and complete her tasks. Joanna is the type of person that doesn't need follow-up to ensure things are getting done. She gets it done without the need to be micro-managed. Joanna helps me do the same and stay on task. I know I can ask her questions, and she can point me in the right direction to get things done. Our school committee looks good, significantly from Joanna's hard work. I appreciate all she does daily." - Jennifer Moshe

"The School Committee operates in public, but cannot do what we do without stellar staff support that many do not know occurs every single day. Joanna's list of responsibilities is so long. She handles every task with professionalism, detailed focus, and a positive perspective to accomplish all tasks for the benefit of the full committee, school district and city. Thank you Joanna!" -Adam Freudberg

"Joanna is consistently brilliant in dealing with 9 distinct personalities trying to work towards their community in 9 different ways. She manages us with expertise and amazing diplomacy time and time again." -Priscila Sousa

"Joanna is the backbone of the FPS School Committee. She is the go to person for all the answers to my questions, which are a lot since I am very new to the system. She is organized and thorough with every task she is asked to complete. I do not think our governing body would run as smoothly without Joanna." - Valerie Ottaviani

"Joanna consistently performs above expectations. She exhibits a positive attitude, especially when dealing with the many requests she receives from community members. She shows dedication in such a demanding role. She is an active listener and has great time management. She demonstrates professionalism and a sense of calm. Joanna provides quality work and is able to work independently. Again, she is an invaluable asset to this committee." -Tiffanie Maskell

Overall Rating:

5

Attached Workflow Evaluator or Supervisor; Direct Report

Current Status Submitted

Submitted Date 01/30/2023 at 2:36 PM

Submitted By Priscila Sousa

Workflow Steps

1	Signed by Priscila Sousa on 01/30/2023 at 2:36 PM Signature: Priscila Sousa (School Committee Chair)	School Committee Council
2	Signature	Direct Report