

**TENNESSEE SCHOOL BOARD SECRETARIES
SELF ASSESSMENT**

Below is a list of several statements connected with your position as a school board secretary. For each item, check the most appropriate response. There are no right or wrong answers.

TEAM BUILDING

	AGREE	NOT SURE	DISAGREE
1.1 I am friendly and easy for the board to approach.			
1.2 The members of our school board pay attention to what I say.			
1.3 I promote teamwork on the board.			
1.4 I support the decisions of the board.			
1.5 Members of our board have confidence and trust in me.			
1.6 I have confidence and trust in the members of our school board.			

PERSONAL APPEARANCE & DEVELOPMENT

	AGREE	NOT SURE	DISAGREE
2.1 I dress in a professional manner.			
2.2 I take responsibility for my own professional growth.			
2.3 I work cooperatively toward change, seeking improvement.			
2.4 I am punctual.			
2.5 I efficiently perform assigned tasks.			

MANAGEMENT

	AGREE	NOT SURE	DISAGREE
3.1 I respect the confidentiality aspect of my job.			
3.2 I make timely reports and send notice of meetings in a timely manner.			
3.3 I feel that I am effective in my job.			
3.4 I am well organized and can find information easily when asked to do so.			

COMMUNITY

	AGREE	NOT SURE	DISAGREE
4.1 I am careful to represent the board in a professional manner.			
4.2 I try to maintain a professional yet approachable attitude.			
4.3 I am respected by the community.			
4.4 I actively promote the school district to the public in a positive manner.			
4.5 I actively promote the school board to the public in a positive manner.			

PLANNING**AGREE NOT SURE DISAGREE**

5.1	I establish yearly goals and objectives.			
5.2	I annually evaluate my progress in achieving my goals and objectives.			
5.3	I make sure to provide the best environment and facilities for board meetings.			

COMMUNICATIONS**AGREE NOT SURE DISAGREE**

6.1	Information about important activities and circumstances is shared with school board members.			
6.2	Communication between members of the school board and me is honest and free of distrust and cover-up.			
6.3	I make sure the board has information about issues it acts upon.			

MOTIVATION**AGREE NOT SURE DISAGREE**

7.1	I feel a commitment to perform board responsibilities.			
7.2	I feel a real responsibility to help the school board to be successful.			
7.3	I enjoy performing activities of the school board.			