

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
EXECUTIVE SECRETARY II

1. SERVICE DELIVERY

- _____ 1. Perform office routines and practices associated with a busy, productive and smoothly-run office.
- _____ 2. Perform clerical duties required by activities and functions of the department, including preparing and sending correspondence, receiving and routing incoming / outgoing mail, setting up and maintaining files, preparing, processing and submitting required agenda items, reports, forms, grants, records, workshop preparation and other assigned projects.
- _____ 3. Make travel arrangements and prepare itineraries.
- _____ 4. Perform financial duties required by the activities and functions of the program / project.
- _____ 5. Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes.
- _____ 6. Develop materials for use for presentations, conferences and workshops.
- _____ 7. Compile background data and information on issues and / or topics as requested.
- _____ 8. Maintain calendar for scheduling appointments, deadlines, arrangements for meetings, travel and department responsibilities as directed by Superintendent / Designee.
- _____ 9. Establish procedure files and answer questions as appropriate.
- _____ 10. Prepare department materials for School Board meetings.
- _____ 11. Provide miscellaneous clerical services for various Boards and committees on which the Superintendent / Designee serves.
- _____ 12. Maintain accounting procedures related to special programs including cost accounting, vendor, expenditures, vouchers, and checks.
- _____ 13. Provide technical assistance to schools and other departments.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 14. Maintain a courteous and professional manner.
- _____ 15. Maintain positive effective working relationships with school districts, school personnel and co-workers.
- _____ 16. Maintain confidentiality.
- _____ 17. Use positive and effective interpersonal communication skills.
- _____ 18. Report to work regularly and on time.
- _____ 19. Keep Supervisor informed in a timely manner.
- _____ 20. Participate in training to update and increase skills.
- _____ 21. Complete assignments with little or no supervision.

3. SYSTEM SUPPORT

- _____ 22. Organize office to obtain maximum efficient operation.
- _____ 23. Submit accurate reports in a timely manner and maintain all appropriate records.
- _____ 24. Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- _____ 25. Interact positively with multi-Districts and / or multi-agencies.
- _____ 26. Assist in training and supervising any clerical personnel as directed by Superintendent / Designee
- _____ 27. Demonstrate organizational skills by performing many tasks simultaneously.
- _____ 28. Demonstrate support for department and District goals and priorities.
- _____ 29. Serve on strategy teams, task forces and committees.
- _____ 30. Serve as liaison to Department of Education on matters related to assigned responsibilities.
- _____ 31. Assist other departments by providing secretarial / bookkeeper services as part of collaborative effort when needed.

EXECUTIVE SECRETARY II (Continued)

_____ 32. Perform other duties as assigned.

6. WORKSITE SERVICE STANDARDS

INDICATORS

_____ 33. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

_____ 34. _____
_____ 35. _____
_____ 36. _____
_____ 37. _____

7. ASSESSMENT AND OTHER SERVICES

_____ 38. The use of the adopted performance appraisal systems for instructional and other employees.

_____ 39. The accurate and timely filing of all school reports.

_____ 40. The completion of required professional development services.

_____ 41. _____
_____ 42. _____
_____ 43. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)
_____ (Date)
_____ (Date)

_____ (Date)
_____ (Date)
_____ (Date)

_____ (Signature of Evaluator / Date)