SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SECRETARY, ELEMENTARY SCHOOL

1. SERVICE DELIVERY

_____ 1. Prepare and type a variety of correspondence, records, reports, newsletters, bulletins and programs.
_____ 2. Input free and reduced lunch information and process the information as required.
_____ 3. Perform office routines and practices associated with a busy, productive and smoothly-run office.
_____ 4. Obtain substitute teachers.
_____ 5. Provide all bookkeeping services for the internal accounts of the school.
_____ 6. Maintain school records and files as required.
_____ 7. Provide bookkeeping services for the school budget as required.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

_____ 8. Maintain a courteous and professional manner.
_____ 9. Maintain confidentiality.
_____ 10. Use positive, effective interpersonal communication skills.
_____ 11. Adhere to high standards of punctuality and regular attendance.

3. SYSTEM SUPPORT

_____ 12. Distribute all incoming and outgoing mail.
_____ 13. Receive and route incoming calls.
_____ 14. Coordinate the clerical work of the administrative office of the school as directed by the Principal.
_____ 15. Provide copying service for the staff as directed by the Principal.
_____ 16. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

_____ 17. 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, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.
_____ 18. _____
_____ 19. _____
_____ 20. _____
_____ 21. _____

5. ASSESSMENT AND OTHER SERVICES

_____ 22. The use of the adopted performance appraisal systems for instructional and other employees.
_____ 23. The accurate and timely filing of all school reports.
_____ 24. The completion of required professional development services.
_____ 25. _____
_____ 26. _____

SECRETARY, ELEMENTARY SCHOOL (Continued)

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DATA COLLECTION CODES

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O -- Observed   **I – Clearly Indicated**
C -- Collected Data   **NE – Not Evident**

<div align="center">

INTERACTION DATES

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Formal Observations   **Informal Observations**

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____**(Signature of Evaluator / Date)**