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

1. SERVICE DELIVERY

_____ 1. Maintain a calendar of scheduled events.
_____ 2. Receive and route telephone calls.
_____ 3. Type and produce manuals, presentation materials and reports as requested.
_____ 4. Provide bookkeeping services as requested.
_____ 5. Keep daily appointment calendars for designated supervisors as requested.
_____ 6. Type letters and other correspondence as requested.
_____ 7. Establish and maintain files as necessary.
_____ 8. Perform tasks specific to the assigned department.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

_____ 9. Maintain effective working relationships with others.
_____ 10. Maintain good attendance, punctuality, and confidentiality.
_____ 11. Participate in training to update skills.

3. SYSTEM SUPPORT

_____ 12. Assist in budget procedures.
_____ 13. Perform bookkeeping tasks as needed.
_____ 14. Provide miscellaneous clerical services for various boards and committees on which designated supervisors serve.
_____ 15. Answer inquiries about the educational program, forwarding to the appropriate personnel when necessary.
_____ 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.

SECRETARY IV (Continued)

_____ 25. _____
_____ 26. _____

DATA COLLECTION CODES

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

INTERACTION DATES

Formal Observations   **Informal Observations**

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

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

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

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