

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES

1. SERVICE DELIVERY

- _____ 1. Oversee collective bargaining activities, including negotiations, contract management, and legal proceedings.
- _____ 2. Direct and monitor the processing of leave requests in accordance with laws, rules, School Board policy, and collective bargaining agreements.
- _____ 3. Coordinate student expulsions in accordance with School Board policy.
- _____ 4. Conduct investigations in matters of possible violations of the Professional Code of Ethics and make recommendations to the Superintendent regarding appropriate employment action / discipline.
- _____ 5. Handle personnel grievances.
- _____ 6. Coordinate implementation of the District's Management Information System.
- _____ 7. Approve requests for special use of the District's transportation system.
- _____ 8. Supervise the overall operation of administrative services including transportation, facilities, human resources, and school food service.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 9. Maintain regular liaison with the State Department of Education and other agencies concerned with employee relations.
- _____ 10. Assist the Superintendent in developing and implementing procedures to keep the School Board informed of the status of negotiations and to secure School Board input on negotiation proposals.
- _____ 11. Coordinate regularly scheduled principal and / or staff meetings.
- _____ 12. Assist in interpreting Florida statutes, State Board of Education rules, Gadsden County School Board policy to employees and the community.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 13. Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation, and labor relations case laws concerned with collective bargaining and employee relations.
- _____ 14. Coordinate inservice training for management in contract administration and grievance procedures.
- _____ 15. Assist in the implementation of the Gadsden County Human Resources Management Development System.
- _____ 16. Promote and support professional development for self and others.
- _____ 17. Attend meetings and conferences which promote professional growth and will benefit the District.

4. SYSTEMIC FUNCTIONS

- _____ 18. Assist the Superintendent in developing and implementing procedures to comply with regulations and policies adopted by the School Board, with particular attention to those related to collective bargaining.
- _____ 19. Provide information and advice to the Superintendent on the status of administrative services and the use of resources for these services.
- _____ 20. Assist in the preparation of the School Board agenda.
- _____ 21. Assist the Superintendent in organizational analysis and development.
- _____ 22. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- _____ 23. Prepare or oversee the preparation of all required reports and maintain all required records.
- _____ 24. Perform other duties as assigned.

ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES (Continued)

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 25. Assist the Superintendent in the formulation and implementation of strategic planning.
- _____ 26. Provide leadership, oversight, and direction for administrative services in the District.
- _____ 27. Serve on the Superintendent’s Executive Leadership Team.
- _____ 28. Model and maintain high standards of professional conduct.
- _____ 29. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- _____ 30. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- _____ 31. Facilitate problem solving by groups or individuals.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 32. 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.
- _____ 33. _____
- _____ 34. _____
- _____ 35. _____
- _____ 36. _____

7. PERFORMANCE ASSESSMENT SERVICES

- _____ 37. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 38. The accurate and timely filing of all school reports.
- _____ 39. The completion of required professional development services.
- _____ 40. _____
- _____ 41. _____

ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES (Continued)

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)