

**SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM**

EXECUTIVE SECRETARY I

1. SERVICE DELIVERY

- _____ 1. Maintain daily appointment calendar for Supervisor, scheduling appointments and meetings.
- _____ 2. Open, sort and file all necessary correspondence from DOE., committees, and the like.
- _____ 3. Keep monthly payrolls of all personnel assigned to the department.
- _____ 4. Serve as receptionist for telephone calls for the Superintendent / Designee when needed.
- _____ 5. Develop page layout, type correspondence and other word processing documents including handbooks, brochures, flyers, memos, and others.
- _____ 6. Prepare department materials for School Board meetings.
- _____ 7. Provide miscellaneous clerical services for various Boards and committees on which the Superintendent / Designee serves.
- _____ 8. Maintain accounting procedures related to special programs including cost accounting, vendor, expenditures, vouchers, and checks.
- _____ 9. Provide technical assistance to schools and other departments.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 10. Maintain a courteous and professional manner.
- _____ 11. Maintain positive effective working relationships with school Districts, school personnel and co-workers.
- _____ 12. Maintain confidentiality.
- _____ 13. Use positive and effective interpersonal communication skills.
- _____ 14. Report to work regularly and on time.
- _____ 15. Keep Superintendent / Designee informed in a timely manner.
- _____ 16. Participate in training to update and increase skills.
- _____ 17. Demonstrate initiative in the performance of assigned responsibilities.
- _____ 18. Complete assignments with little or no supervision.

3. SYSTEM SUPPORT

- _____ 19. Organize office to obtain maximum efficient operation.
- _____ 20. Submit accurate reports in a timely manner and maintain all appropriate records.
- _____ 21. Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- _____ 22. Interact positively with multi-districts and / or multi-agencies.
- _____ 23. Assist in training and supervising any clerical personnel as directed by Supervisor.
- _____ 24. Demonstrate organizational skills by performing many tasks simultaneously.
- _____ 25. Demonstrate support for department and District goals and priorities.
- _____ 26. Serve on task forces and committees.
- _____ 27. Serve as liaison to Department of Education on matters related to assigned responsibilities.
- _____ 28. Assist other projects by providing secretarial / bookkeeper services as part of collaborative effort when needed.
- _____ 29. Perform other duties as assigned.

EXECUTIVE SECRETARY I (Continued)

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 30. 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.
- _____ 31. _____
- _____ 32. _____
- _____ 33. _____
- _____ 34. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 35. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 36. The accurate and timely filing of all school reports.
- _____ 37. The completion of required professional development services.
- _____ 38. _____
- _____ 39. _____
- _____ 40. _____

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)