

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

SECRETARY III

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.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 8. Maintain effective working relationships with others.
- _____ 9. Maintain good attendance, punctuality, and confidentiality.
- _____ 10. Participate in training to update skills.

3. SYSTEM SUPPORT

- _____ 11. Assist in budget procedures.
- _____ 12. Perform bookkeeping tasks as needed.
- _____ 13. Provide miscellaneous clerical services for various boards and committees on which designated supervisors serve.
- _____ 14. Answer inquiries about the educational program, forwarding to the appropriate personnel when necessary.
- _____ 15. Perform other duties as assigned.

SECRETARY III – STAFF DEVELOPMENT

1. SERVICE DELIVERY

- _____ 1. Maintain and calculate inservice / college courses for renewal of professional teaching certificates.
- _____ 2. Maintain and disseminate information relative to inservice procedures and requirements.
- _____ 3. Design and distribute certificate renewal applications and inservice forms.
- _____ 4. Renew professional teaching certificates on-line with Department of Education.
- _____ 5. Maintain and disseminate information regarding requirements for professional and substitute certificates.
- _____ 6. Assist with scheduling and arrangements for inservice activities.
- _____ 7. Track and notify employees and administrators of expiring certificates.
- _____ 8. Track and maintain ESOL and Clinical Educator trained personnel.
- _____ 9. Process travel vouchers.
- _____ 10. Type, copy and distribute Master Inservice Plan.
- _____ 11. Type, copy and distribute Professional Orientation Plan.
- _____ 12. Type, copy and distribute Professional Development Plan.
- _____ 13. Type, copy and distribute Human Resource Management Development Program.
- _____ 14. Maintain Staff Development and other applicable budgets.
- _____ 15. Catalog and dispense Staff Development training materials; i.e., tapes, books, and the like.

SECRETARY III (Continued)

- _____ 16. Design and prepare Substitute Certificates.
- _____ 17. Design and prepare non-degreed Vocational Certificates.
- _____ 18. Keep eligible substitute teacher listing current.
- _____ 19. Receive and record payments for substitute, vocational and teaching certificates.
- _____ 20. Perform duties as receptionist for Staff Development Department.
- _____ 21. Duplicate materials as needed for Director of Staff Development.
- _____ 22. Record and maintain fingerprint interviews.
- _____ 23. Do inquiries, research, and maintain fingerprint records.
- _____ 24. Transcribe and type Criminal History Review committee findings and recommendations.
- _____ 25. Maintain records of university interns, their school sites and dates of placement.
- _____ 26. Order and maintain supplies as needed for inservice training.
- _____ 27. Arrange accommodations for inservice consultants.
- _____ 28. Type and mail inservice points to other Districts.
- _____ 29. Type and mail communiqués as directed by the Director of Staff Development.
- _____ 30. Schedule, arrange and set up rooms for training activities as designed by the Director of Staff Development.
- _____ 31. Perform all other typing and clerical duties as indicated by the Director of Staff Development.
- _____ 32. Design and process inservice forms.
- _____ 33. Input and maintain computerized records of inservice activity.

2 . EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 34. Maintain good attendance, punctuality, and confidentiality.
- _____ 35. Maintain cooperative working relationship with others.
- _____ 36. Participate in training to update skills.

3. SYSTEM SUPPORT

- _____ 37. Relieve at the switchboard when necessary.
- _____ 38. Schedule meeting rooms for County office.
- _____ 39. Perform County office notary duties when needed.
- _____ 40. Update and distribute telephone and school listings.
- _____ 41. Keep current on all rule changes and other information relative to certification and staff development.
- _____ 42. Perform other duties as assigned.

SECRETARY III – SCHOOL FOOD SERVICE

1. SERVICE DELIVERY

- _____ 1. Type all school food service purchase orders and maintain a ledger of purchase orders.
- _____ 2. Batch all purchase orders with invoices for payment.
- _____ 3. File all copies of payment checks with purchase orders and keep files current.
- _____ 4. Type all correspondence for the Director of School Food Service.
- _____ 5. List outstanding purchase orders at the end of the year to be encumbered for the following year and report to the business and finance department.
- _____ 6. Receive weekly produce requisitions and place school orders, auditing for balancing.

SECRETARY III (Continued)

- _____ 7. Write monthly transfer checks for each cafeteria to transfer each school’s receipts collected to the General Fund.
- _____ 8. Charge out all school staple orders.
- _____ 9. Be responsible for office supplies and all school forms.

2 . EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 10. Maintain good attendance, punctuality, and confidentiality.
- _____ 11. Maintain a cooperative working relationship with others.
- _____ 12. Participate in training to update skills.

3. SYSTEM SUPPORT

- _____ 13. Pre-audit all school lunch and breakfast reports and code for computer input.
- _____ 14. Compile, maintain and file all reports and records as necessary.
- _____ 15. Request produce bids and determine lowest bidder.
- _____ 16. Receive and check for accuracy all invoices from schools.
- _____ 17. Transmit electronically the monthly School Lunch and School Breakfast Reports to the state to request reimbursement.
- _____ 18. Perform other duties as assigned.

SECRETARY III – PRE-KINDERGARTEN

1. SERVICE DELIVERY

- _____ 1. Provide clerical support to Pre-Kindergarten Program Coordinator and other staff.
- _____ 2. Process and maintain files on all purchase orders and travel vouchers.
- _____ 3. Correlate records with District accounting procedures (payroll).
- _____ 4. Prepare periodic reports as required.
- _____ 5. Verify and reconcile financial records as required.
- _____ 6. Enter data on Child Plus and generate reports as necessary.
- _____ 7. Assist in recruitment and registration.

2 . EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 8. Maintain good attendance, punctuality, and confidentiality.
- _____ 9. Maintain a cooperative working relationship with others.
- _____ 10. Participate in training to update skills and knowledge.

3. SYSTEM SUPPORT

- _____ 11. Be knowledgeable of and follow the federal, state, and District regulations.
- _____ 12. Maintain the resource and children’s library.

SECRETARY III (Continued)

- _____ 13. Assist in compiling orders for office and classroom supplies.
- _____ 14. Maintain strict confidentiality of all school, student and parent records and data.
- _____ 15. Perform other duties as assigned.

SECRETARY III – ELEMENTARY / SECONDARY

1. SERVICE DELIVERY

- _____ 1. Answer calls in person or on the telephone from persons seeking information on any aspect of the educational program.
- _____ 2. Answer inquiries about the educational program to the extent possible, forwarding to the appropriate personnel (generally, the Elementary or Secondary Education Director) when necessary.
- _____ 3. Type letters, memorandums, and other correspondence requested by Directors of Elementary and Secondary Education.
- _____ 4. Establish and maintain files for the Directors of Elementary and Secondary Education.
- _____ 5. Type and produce manuals, presentation materials and reports as requested by the Directors.
- _____ 6. Provide bookkeeping services for the Directors of Elementary and Secondary Education, including keeping balances of various accounts / projects managed by the Directors of Elementary and Secondary Education and coding purchase orders submitted by various schools.
- _____ 7. Keep an up-to-date calendar of program activities.
- _____ 8. Organize and make preparations for District Academic Competition; i.e., Spelling Bee, Declamation Contests, Brain Brawls, and others).
- _____ 9. Provide miscellaneous clerical services for various boards and committees on which the Directors of Elementary and Secondary Education serve.
- _____ 10. Make travel reservations (flight and car rental) for all employees of Gadsden District Schools.
- _____ 11. Complete payrolls for assigned employees.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 12. Maintain good attendance, punctuality, and confidentiality.
- _____ 13. Maintain a cooperative working relationship with others.
- _____ 14. Participate in training to update skills and knowledge.
- _____ 15. Complete assignments with little or no supervision.

3. SYSTEM SUPPORT

- _____ 16. Be knowledgeable of and follow the federal, state, and District regulations.
- _____ 17. Maintain the resource and children’s library.
- _____ 18. Assist in compiling orders for office and classroom supplies.
- _____ 19. Maintain strict confidentiality of all school, student and parent records and data.
- _____ 20. Perform other duties as assigned.

SECRETARY III (Continued)

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 21. 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.
- _____ 22. _____
- _____ 23. _____
- _____ 24. _____
- _____ 25. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 26. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 27. The accurate and timely filing of all school reports.
- _____ 28. The completion of required professional development services.
- _____ 29. _____
- _____ 30. _____

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)