

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

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Answer telephone, screen calls, schedule appointments, prepare correspondence, type purchase orders, open all mail and respond or forward to appropriate person, order office supplies, and data entry as needed.
- \_\_\_\_\_ 2. Oversee the confidential fax machine.
- \_\_\_\_\_ 3. Clock in all leave forms and verify complete data.
- \_\_\_\_\_ 4. Take notes at meetings conducted by the Deputy Superintendent, transcribe and distribute.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 5. Maintain confidentiality of student and personnel information as well as District information.
- \_\_\_\_\_ 6. Report to work punctually and regularly.
- \_\_\_\_\_ 7. Exhibit positive attitude toward work and others.
- \_\_\_\_\_ 8. Maintain sensitivity to internal political changes.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 9. Provide typing services for collective bargaining.
- \_\_\_\_\_ 10. Attend every collective bargaining session with both unions.
- \_\_\_\_\_ 11. Prepare contracts for School Board and employees after ratification.
- \_\_\_\_\_ 12. Serve as custodian for all discipline records coming from schools for expulsion and prepare all files.
- \_\_\_\_\_ 13. Coordinate and attend hearings on discipline actions.
- \_\_\_\_\_ 14. Copy and arrange all summary sheets and back-up material for School Board packets for delivery to Superintendent's office.
- \_\_\_\_\_ 15. Attend all regular School Board meetings for student discipline actions and other areas as needed.
- \_\_\_\_\_ 16. Prepare payroll for the West side of the Administration Building and other sites.
- \_\_\_\_\_ 17. Serve as custodian for all drug test results (pre-employment, random, post-accident).
- \_\_\_\_\_ 18. Ensure that random tests are conducted and provide employee information to the lab.
- \_\_\_\_\_ 19. Type letters to all employees drug tested.
- \_\_\_\_\_ 20. Transmit certification letters to Department of Education (DOE) after each FTE survey and get school to certify their FTE.
- \_\_\_\_\_ 21. Compile transportation FTE reports from all schools into one document for submission to DOE.
- \_\_\_\_\_ 22. Serve as Management Information Systems Secretary.
- \_\_\_\_\_ 23. Perform other duties as assigned.

**4. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 24. 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.
- \_\_\_\_\_ 25. \_\_\_\_\_
- \_\_\_\_\_ 26. \_\_\_\_\_
- \_\_\_\_\_ 27. \_\_\_\_\_

STAFF ASSISTANT (Continued)

\_\_\_\_\_ 28. \_\_\_\_\_

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 29. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 30. The accurate and timely filing of all school reports
- \_\_\_\_\_ 31. The completion of required professional development services.
- \_\_\_\_\_ 32. \_\_\_\_\_
- \_\_\_\_\_ 33. \_\_\_\_\_

**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)