

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

ADMINISTRATIVE ASSISTANT - GENERAL

1. SERVICE DELIVERY

- _____ 1. Handle Administrator’s mail, including preparing drafts of responses to correspondence.
- _____ 2. Maintain office files.
- _____ 3. Prepare detailed correspondence initiated by the Administrator.
- _____ 4. Carry out specialized tasks related to the assigned office.
- _____ 5. Respond to requests from principals, District administrators, and the public in accordance with established procedures.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 6. Interact positively and effectively with school and District personnel and the public.
- _____ 7. Maintain confidentiality of matters related to students and School District personnel as well as other sensitive information.
- _____ 8. Demonstrate a strong work ethic.
- _____ 9. Demonstrate initiative in recognizing needs and take appropriate action.
- _____ 10. Keep informed about current laws, rules, policies, and procedures related to assigned duties.
- _____ 11. Keep immediate supervisor informed about potential problems and unusual events.

3. SYSTEM SUPPORT

- _____ 12. Prepare or assist in the preparation of reports accurately, thoroughly, and in a timely manner.
- _____ 13. Demonstrate support for District goals and priorities.
- _____ 14. Assist in problem-solving as appropriate.
- _____ 15. Perform other duties as assigned.

ADMINISTRATIVE ASSISTANT - SUPERINTENDENT

1. SERVICE DELIVERY

- _____ 1. Handle the Superintendent’s mail, including preparing drafts of responses for signature and routing correspondence.
- _____ 2. Maintain the office files.
- _____ 3. Work closely with the attorney to prepare materials for litigation and maintain legal files.
- _____ 4. Serve as the Superintendent’s designee as custodian of School Board records.
- _____ 5. Ensure that student accident claims are appropriately routed and maintain accident files.
- _____ 6. Record and transcribe minutes of School Board meetings and other meetings for the Superintendent.
- _____ 7. Maintain index of School Board minutes.
- _____ 8. Prepare detailed correspondence initiated by the Superintendent.

ADMINISTRATIVE ASSISTANT (Continued)**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- _____ 9. Interact positively and effectively with school and District personnel and the public.
- _____ 10. Maintain confidentiality of matters related to students and School District personnel as well as other sensitive information.
- _____ 11. Demonstrate a strong work ethic.
- _____ 12. Demonstrate initiative in recognizing needs and take appropriate action.
- _____ 13. Keep Superintendent informed about potential problems, unusual events, or possible opportunities.

3. SYSTEM SUPPORT

- _____ 14. Represent the Superintendent and / or District at meetings or events as requested by the Superintendent.
- _____ 15. Serve as liaison between the Superintendent's office, the schools, and the public.
- _____ 16. Demonstrate support for the District's goals and priorities.
- _____ 17. Prepare required reports in a timely manner and maintain accurate and thorough records.
- _____ 18. Perform other duties as assigned.

ADMINISTRATIVE ASSISTANT – PERSONNEL SERVICES**1. SERVICE DELIVERY**

- _____ 1. Serve as Superintendent's designee as custodian of personnel records.
- _____ 2. Maintain personnel records on all employees, including data entry to set up files.
- _____ 3. Verify experience, employment, and salary as requested.
- _____ 4. Maintain staff data records required for state reporting and local accountability.
- _____ 5. Issue contracts and employment notifications to all employees after appointment by the School Board.
- _____ 6. Initiate payroll process with placement on payroll at the time of hire for all personnel.
- _____ 7. Provide general information pertaining to personnel matters upon request.
- _____ 8. Audit salary payments made to each employee at the end of each year and post payments and experience to each personnel record.
- _____ 9. Respond to all unemployment compensation claims, approve bills for payment, prepare for and represent the School Board at Unemployment Compensation hearings, as necessary.
- _____ 10. Assume responsibility for documents to be placed in or removed from personnel files and for release of information from personnel files.
- _____ 11. Determine placement on salary schedule based on experience, training, and education in accordance with established policies and procedures.
- _____ 12. Handle departmental correspondence including confirmation of position, termination, leave, and retirement..

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 13. Maintain confidentiality and integrity.
- _____ 14. Exercise diplomacy and tact in difficult situations.
- _____ 15. Maintain professional demeanor consistently.
- _____ 16. Communicate effectively with Florida Department of Education, other school districts, principals, and teachers.
- _____ 17. Assist others in understanding and following processes, procedures, and requirements.
- _____ 18. Keep informed about current laws, rules, and policies related to personnel matters.

ADMINISTRATIVE ASSISTANT (Continued)

_____ 19. Keep Director of Human Resources informed about potential problems, unusual events, or opportunities for improvement.

3. SYSTEM SUPPORT

- _____ 20. Serve on collective bargaining teams.
- _____ 21. Prepare or assist in the preparation of reports accurately, thoroughly, and in a timely manner.
- _____ 22. Demonstrate support for the District goals and priorities.
- _____ 23. Facilitate problem solving related to personnel and certification issues.
- _____ 24. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 25. 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.
- _____ 26. _____
- _____ 27. _____
- _____ 28. _____
- _____ 29. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 30. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 31. The accurate and timely filing of all school reports.
- _____ 32. The completion of required professional development services.
- _____ 33. _____
- _____ 34. _____

ADMINISTRATIVE ASSISTANT (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)