

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

EXECUTIVE SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD

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 Ensure that student accident claims are appropriately routed and maintain accident files.
- _____ 4 Take and transcribe technical and confidential correspondence, records and reports.
- _____ 5 Maintain the Superintendent's calendar including appointments, travel, deadlines, and commitments.
- _____ 6 Receive, transfer, and record all funds received through the Superintendent's office and prepare accurate records for audit.
- _____ 7 Develop materials for Superintendent's use for presentations, conferences, and workshops.
- _____ 8 Compile background data and information on issues and/or topics as requested by the Superintendent.
- _____ 9 Attend all School Board meetings and assist the Superintendent as Secretary to the School Board in maintaining minutes and other records.
- _____ 10 Prepare and process legal advertisements, public notices, and agendas for meetings, hearings and workshops of the School Board.
- _____ 11 Prepare legal advertisements for bidding and issue bid numbers.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 12 Maintain effective working relationships with School Board members, District and school personnel, parents, media representatives and the general public.
- _____ 13 Carry out assignments with little or no supervision.
- _____ 14 Maintain a courteous and professional manner.
- _____ 15 Maintain confidentiality
- _____ 16 Demonstrate positive and effective interpersonal communication skills.
- _____ 17 Submit accurate reports in a timely manner and maintain all appropriate records.
- _____ 18 Adhere to high standards of punctuality and regular attendance.
- _____ 19 Keep Superintendent informed about potential problems, unusual events, or possible opportunities.

3. SYSTEM SUPPORT

- _____ 20 Receive and route telephone calls and answer questions that may involve interpretation of policies, procedures and operation of the District.
- _____ 21 Receive, log and route all mail received by the Superintendent's office in addition to reviewing and answering correspondence as directed by the Superintendent.
- _____ 22 Assist the Director of Facilities with the coordination of the telephone systems for the District.
- _____ 23 Prepare contracts for buildings and contents, fleet, liability and worker's compensation and insurance.
- _____ 24 Perform other duties assigned.

EXECUTIVE SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD (Continued)

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 _____

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)