

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
PERSONNEL SPECIALIST

1. SERVICE DELIVERY

- _____ 1. Distribute employment applications and information concerning vacancies.
- _____ 2. Orient new employees to available benefits according to position and assist them with completion of new employee packets.
- _____ 3. Prepare and distribute current vacancy listings.
- _____ 4. Process and maintain all employment applications.
- _____ 5. Open and process mail.
- _____ 6. Duplicate materials as needed.
- _____ 7. Type and file documents as needed by the Director.
- _____ 8. Perform duties as receptionist for personnel.
- _____ 9. Calculate grade point averages for Teacher Assistant and Substitute Teacher applicants.
- _____ 10. Distribute Teacher Certification applications and assist with filing of applications.
- _____ 11. Provide information regarding the requirements for Teacher Certification.
- _____ 12. Distribute information to teachers regarding certification examinations.
- _____ 13. Serve as Certification Contact for the District.
- _____ 14. Process substitute teacher applications and ensure that all requirements are met before issuance of a certificate.
- _____ 15. Submit, to the Department of Education, all cleared fingerprint information and issue requests on all certificates.
- _____ 16. Notify successful applicants of position offerings.
- _____ 17. Notify unsuccessful job applicants that the positions for which they interviewed have been awarded to others.
- _____ 18. Assist in the implementation of the District's insurance program to include maintaining current files for all employee and retiree insurance.
- _____ 19. Process life insurance claims.
- _____ 20. Verify insurance coverage to hospitals and physicians.
- _____ 21. Disseminate information for Cobra participation.
- _____ 22. Prepare lists of personnel changes monthly and reappointment of personnel annually for School Board action.
- _____ 23. Maintain current records concerning certification of employed personnel where certificates are required, and notify the supervisor of Human Resources of personnel whose certificates are expiring or for whom no certificate is on record.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 24. Keep abreast of all rule changes in certification.
- _____ 25. Maintain confidentiality of employee and department matters.
- _____ 26. Maintain effective communications with District personnel and the public.
- _____ 27. Demonstrate punctuality and good attendance.
- _____ 28. Exercise good judgment.

3. SYSTEM SUPPORT

- _____ 29. Complete records and reports efficiently and effectively.
- _____ 30. Demonstrate cooperation and teamwork.
- _____ 31. Keep Director of Human Resources apprised of potential problems and unusual events.
- _____ 32. Demonstrate support for the School District and its goals and priorities.
- _____ 33. Perform other duties as assigned.

PERSONNEL SPECIALIST (Continued)

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 34. 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.
- _____ 35. _____
- _____ 36. _____
- _____ 37. _____
- _____ 38. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 39. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 40. The accurate and timely filing of all school reports
- _____ 41. The completion of required professional development services.
- _____ 42. _____
- _____ 43. _____

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)