

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
PROPERTY BOOK OFFICER / PERSONNEL NCO

1. SERVICE DELIVERY

- _____ 1. Requisition, store, maintain, issue, inventory and safeguard all equipment, weapons, uniforms, supplies, training aids and regulated items required by the United States Army, state, local laws and District regulations.
- _____ 2. Perform the duties of Purchasing Agent for the United States Government utilizing the United States Government Card System.
- _____ 3. Maintain appropriate files and records and complete all reports required by the United States Army, state, local laws and District regulations.
- _____ 4. Request, administer and maintain the annual JROTC budget from the United States Government.
- _____ 5. Assist the JROTC programs with the use, training and maintenance of computers and other automation equipment.
- _____ 6. Assist with the supervision and training of the secretary assigned to the department.
- _____ 7. Serve as a JROTC instructor as required.
- _____ 8. Maintain all aspects of the department in order to comply with the annual inspection by the United States Army.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 9. Provide for positive communication within department.
- _____ 10. Attend classes and inservice programs as required.
- _____ 11. Keep abreast of new technologies and brief appropriate personnel of their appropriateness to the program.
- _____ 12. Model and maintain high ethical standards.

3. SYSTEM SUPPORT

- _____ 13. Prepare all required reports and maintain all appropriate records.
- _____ 14. Ensure that School Board policies and government regulations are being consistently applied to area of responsibility.
- _____ 15. Assist the Director of JROTC with required reports.
- _____ 16. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 17. 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.
- _____ 18. _____
- _____ 19. _____
- _____ 20. _____
- _____ 21. _____

PROPERTY BOOK OFFICER / PERSONNEL NCO (Continued)

5. ASSESSMENT AND OTHER SERVICES

- _____ 22. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 23. The accurate and timely filing of all school reports
- _____ 24. The completion of required professional development services.
- _____ 25. _____
- _____ 26. _____

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)