

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

1. SERVICE DELIVERY

- 1. Enter student data into the computer.
2. Keep records for payroll.
3. Register new students, request cumulative folders, and route information to proper person.
4. Call substitute teachers / staff.
5. Network between schools.
6. Answer telephones and route messages.
7. Prepare records and reports.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- 8. Use confidentiality in daily work.
9. Present a positive attitude in work and with students, parents, and staff.
10. Be in daily attendance, be punctual, and work consistently and effectively.

3. SYSTEM SUPPORT

- 11. Enter data into the computer for all Title I information.
12. Enter data into the computer for state FTE information.
13. Enter data into the computer for teacher re-certification.
14. Enter data into the computer for ESE information.
15. Process and enter data into the computer for free / reduced meal forms.
16. Enter data into the computer for ESOL students.
17. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- 18. 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.
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21.
22.

5. ASSESSMENT AND OTHER SERVICES

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

ASSISTANT SECRETARY (Continued)

_____ 27. _____

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)