

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

GROUNDSKEEPER

1. SERVICE DELIVERY

- _____ (1) Daily maintenance and upkeep of grounds equipment
- _____ (2) Keep all GCSB grounds well-manicured including but not limited to mowing, weeding all areas not accessible by a mower, edging sidewalks and curbs, keeping fence lines clear of growth, trimming hedges and mulching flower beds.
- _____ (3) Work with outside contractors as needed
- _____ (4) Assist other tradesmen as required
- _____ (5) Maintain records and make reports as required.
- _____ (6) Maintain inventory of supplies and equipment
- _____ (7) Acquire needed materials and supplies consistent with district purchasing requirements
- _____ (8) Assist other tradesmen as required.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ (9) Working knowledge of lawn maintenance techniques
- _____ (10) Follows District policies and procedures
- _____ (11) Works independently or as a team member
- _____ (12) Interacts positively with school and maintenance personnel
- _____ (13) Reports to work punctually and regularly
- _____ (14) Displays appropriate work ethic

3. SYSTEM SUPPORT

- _____ (15) Communicates well with supervisor (s)
- _____ (16) Maintains a positive working relationship with outside vendors
- _____ (17) Performs 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.
- _____ (19) _____
- _____ (20) _____
- _____ (21) _____
- _____ (22) _____

5. ASSESSMENT AND OTHER SERVICES

GROUNDKEEPER (Continued)

_____ (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) _____

_____ (27) _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)

_____ (Date)

_____ (Date)

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)