SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
RECEPTIONIST

1. SERVICE DELIVERY

_____ 1. Operate a telephone system to relay incoming, outgoing, and inter-office calls.
_____ 2. Proficiency in the use of computers and specific software is necessary.
_____ 3. Greet all visitors courteously, determine their needs, check appointments, and direct persons to proper person / location.
_____ 4. Answer questions of callers, according to policy, take messages for staff members, and locate authorized personnel.
_____ 5. Coordinate outgoing and incoming mail and courier.
_____ 6. Perform clerical work such as correspondence, filing, reports, copying, and ordering supplies.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

_____ 7. Keep sensitive information confidential, provided only to supervisor.
_____ 8. Maintain regular attendance.
_____ 9. Show responsibility by being punctual and proactive in getting necessary work done.

3. SYSTEM SUPPORT

_____ 10. Maintain a broad knowledge of District policies and procedures and support mission and goals.
_____ 11. Assist other staff members upon request, thereby reflecting a team effort.
_____ 12. Be aware of and sensitive to internal political change.
_____ 13. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

_____ 14. 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, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.
_____ 15. _____
_____ 16. _____
_____ 17. _____
_____ 18. _____

5. ASSESSMENT AND OTHER SERVICES

_____ 19. The use of the adopted performance appraisal systems for instructional and other employees.
_____ 20. The accurate and timely filing of all school reports.
_____ 21. The completion of required professional development services.
_____ 22. _____
_____ 23. _____

RECEPTIONIST (Continued)

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DATA COLLECTION CODES

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O -- Observed   **I – Clearly Indicated**
C -- Collected Data   **NE – Not Evident**

<div style="text-align:center">

INTERACTION DATES

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Formal Observations   **Informal Observations**

_____**(Date)**   _____**(Date)**

_____**(Date)**   _____**(Date)**

_____**(Date)**   _____**(Date)**

_____**(Signature of Evaluator / Date)**