

SCHOOL DISTRICT OF GADSDEN COUNTY  
SERVICE DEFINITIONS AND DATA COLLECTION FORM

**CARPENTER**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Install and repair floors, walls, doors, windows, locks, and wooden fixtures.
- \_\_\_\_\_ 2. Install, repair or replace chalkboards, bulletin boards and partitions.
- \_\_\_\_\_ 3. Construct and install shelving.
- \_\_\_\_\_ 4. Maintain records and make reports as required.
- \_\_\_\_\_ 5. Maintain inventory of supplies and equipment.
- \_\_\_\_\_ 6. Purchase or bid needed materials and supplies.
- \_\_\_\_\_ 7. Assist other tradesmen as required.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 8. Maintain current knowledge of building codes and State Board regulations.
- \_\_\_\_\_ 9. Follow maintenance policies and procedures.
- \_\_\_\_\_ 10. Work independently or as a team member.
- \_\_\_\_\_ 11. Interact with school and maintenance personnel.
- \_\_\_\_\_ 12. Report to work punctually and regularly.
- \_\_\_\_\_ 13. Display appropriate work ethic.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 14. Communicate well with Director of Facilities.
- \_\_\_\_\_ 15. Maintain a positive relationship with outside vendors.
- \_\_\_\_\_ 16. Represent the School District in an appropriate manner.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 19. \_\_\_\_\_
- \_\_\_\_\_ 20. \_\_\_\_\_
- \_\_\_\_\_ 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. \_\_\_\_\_

CARPENTER (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)