

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT AND SCHOOL BOARD

1. SERVICE DELIVERY

- _____ 1 Collect requests for placement on the School Board agenda.
- _____ 2 Prepare and disseminate agendas for School Board meetings.
- _____ 3 Attend all School Board meetings and assist the Superintendent as Secretary to the School Board in maintaining minutes and other records.
- _____ 4 Work closely with the Attorney to prepare materials for litigation and maintain legal files.
- _____ 5 Serve as the Superintendent’s designee as custodian of School Board records.
- _____ 6 Record and transcribe minutes of School Board meetings and other meetings for the Superintendent.
- _____ 7 Maintain index of School Board minutes.
- _____ 8 Prepare detailed correspondence initiated by Superintendent.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 9 Interact positively and effectively with school, public, and District personnel.
- _____ 10 Maintain confidentiality of matters related to students and School District personnel as well as other sensitive information.
- _____ 11 Demonstrate strong work ethics.
- _____ 12 Demonstrate initiative in recognizing needs and take appropriate action.
- _____ 13 Keep Superintendent informed about potential problems, unusual events, or possible opportunities.

3. SYSTEM SUPPORT

- _____ 14 Represent the Superintendent and/or Designee at meetings or events as requested by the Superintendent.
- _____ 15 Serve as liaison between the Superintendent’s office, the schools, and the public.
- _____ 16 Demonstrate support for the District’s goals and priorities.
- _____ 17 Prepare required reports in a timely manner and maintain accurate and thorough records.
- _____ 18 Assist the Director of Facilities with the coordination of the telephone systems for the District.
- _____ 19 Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 20 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.
- _____ 21 _____
- _____ 22 _____
- _____ 23 _____
- _____ 24 _____

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT
AND SCHOOL BOARD (Continued)

5. ASSESSMENT AND OTHER SERVICES

- _____ 25 The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 26 The accurate and timely filing of all school reports.
- _____ 27 The completion of required professional development services.
- _____ 28 _____
- _____ 29 _____

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)