SCHOOL DISTRICT OF GADSDEN COUNTY

1)3

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.

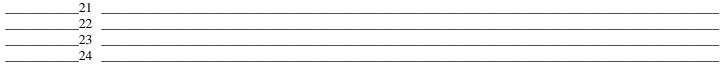
3. SYSTEM SUPPORT

- _____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, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.



ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT AND SCHOOL BOARD (Continued)

5. ASSESSMENT AND OTHER SERVICES

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)