

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SECRETARY, HIGH SCHOOL

1. SERVICE DELIVERY

- _____ 1. Prepare and type a variety of correspondence, records, reports, newsletters, bulletins and programs.
- _____ 2. Input free and reduced lunch information and process the information as required.
- _____ 3. Perform office routines and practices associated with a busy, productive and smoothly-run office.
- _____ 4. Obtain substitute teachers.
- _____ 5. Maintain school records and files as required.
- _____ 6. Provide bookkeeping services for the school budget as required.
- _____ 7. Prepare ticket boxes and ticket reports for all athletic and other events as required.
- _____ 8. Provide all bookkeeping services for the internal accounts of the school.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 9. Carry out assignments to completion with little or no supervision.
- _____ 10. Maintain a courteous and professional manner.
- _____ 11. Maintain confidentiality.
- _____ 12. Use positive, effective interpersonal communication skills.
- _____ 13. Submit accurate reports in a timely manner and maintain all appropriate records.
- _____ 14. Adhere to high standards of punctuality and regular attendance.

3. SYSTEM SUPPORT

- _____ 15. Distribute all incoming and outgoing mail.
- _____ 16. Receive and route incoming calls.
- _____ 17. Coordinate the clerical work of the administrative office of the school as directed by the Principal.
- _____ 18. Provide copying service for the staff as directed by the Principal.
- _____ 19. Provide notes documenting the content of faculty meetings.
- _____ 20. Assist in training and supervising any clerical personnel as directed by the Principal.
- _____ 21. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 22. 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.
- _____ 23. _____
- _____ 24. _____
- _____ 25. _____
- _____ 26. _____

SECRETARY, HIGH SCHOOL (Continued)

5. ASSESSMENT AND OTHER SERVICES

- _____ 27. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 28. The accurate and timely filing of all school reports.
- _____ 29. The completion of required professional development services.
- _____ 30. _____
- _____ 31. _____

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)