

SCHOOL DISTRICT OF GADSDEN COUNTY

EXECUTIVE SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

I. SERVICE DELIVERY

Category Definitions

1. Handle the Superintendent's mail, including preparing drafts of responses for signature and routing correspondence.
2. Maintain the office files.
3. Ensure that student accident claims are appropriately routed and maintain accident files.
4. Take and transcribe technical and confidential correspondence, records and reports.
5. Maintain the Superintendent's calendar including appointments, travel, deadlines, and commitments.
6. Receive, transfer, and record all funds received through the Superintendent's office and prepare accurate records for audit.
7. Develop materials for Superintendent's use for presentations, conferences, and workshops.
8. Compile background data and information on issues and/or topics as requested by the Superintendent.
9. Attend all School Board meetings and assist the Superintendent as Secretary to the School Board in maintaining minutes and other records.
10. Prepare and process legal advertisements, public notices, and agendas for meetings, hearings and workshops of the School Board.
11. Prepare legal advertisements for bidding and issue bid numbers.

Source Code (circle choices)

- | | | | | | |
|----------------------------------|----------------------------|------------------------------|--|--------------------------|-----------------------------|
| A. Behavioral Event
Interview | B. Direct
Documentation | C. Indirect
Documentation | D. Training
Programs
Competency
Acquisition | E. Evaluatee
Provided | F. Confirmed
Observation |
|----------------------------------|----------------------------|------------------------------|--|--------------------------|-----------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

EXECUTIVE SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 12. Maintain effective working relationships with School Board members, District and school personnel, parents, media representatives and the general public.
- 13. Carry out assignments with little or no supervision.
- 14. Maintain a courteous and professional manner.
- 15. Maintain confidentiality
- 16. Demonstrate positive and effective interpersonal communication skills.
- 17. Submit accurate reports in a timely manner and maintain all appropriate records.
- 18. Adhere to high standards of punctuality and regular attendance.
- 19. Keep Superintendent informed about potential problems, unusual events, or possible opportunities.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. SYSTEM SUPPORT

Category Definitions

- 20. Receive and route telephone calls and answer questions that may involve interpretation of policies, procedures and operation of the District.
- 21. Receive, log and route all mail received by the Superintendent's office in addition to reviewing and answering correspondence as directed by the Superintendent.
- 22. Assist the Director of Facilities with the coordination of the telephone systems for the District.
- 23. Prepare contracts for buildings and contents, fleet, liability and worker's compensation and insurance.
- 24. Perform other duties assigned.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

EXECUTIVE SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD (Continued)

4. WORKSITE SERVICE STANDARDS

Control Dimension

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.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

5. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
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Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

EXECUTIVE SECRETARY TO THE SUPERINTENDENT AND SCHOOL BOARD (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ **Needs Improvement** _____ **Effective** _____ **Very Effective** _____ **Outstanding** _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee

Date

Comments of the Evaluator:

Signature of Evaluator

Date