

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
CLERICAL ASSISTANT

1. SERVICE DELIVERY

- _____ 1. Enter student data.
- _____ 2. Operate office machines.
- _____ 3. Type letters, forms, and reports.
- _____ 4. Assist in maintaining files, answer telephones, and distribute mail.
- _____ 5. Meet the public in a courteous and helpful manner.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 6. Work cooperatively with others.
- _____ 7. Maintain good attendance and punctuality.
- _____ 8. Use effective, positive interpersonal communication skills.

3. SYSTEM SUPPORT

- _____ 9. Perform data entry for FTE, ESOL, ESE and other data which is tied to student funding.
- _____ 10. Remain sensitive to needs of students, parents, and staff.
- _____ 11. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 12. 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.
- _____ 13. _____
- _____ 14. _____
- _____ 15. _____
- _____ 16. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 17. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 18. The accurate and timely filing of all school reports.
- _____ 19. The completion of required professional development services.
- _____ 20. _____
- _____ 21. _____

CLERICAL ASSISTANT (Continued)

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)