

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

ADMINISTRATIVE ASSISTANT - GENERAL

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Handle Administrator’s mail, including preparing drafts of responses to correspondence.
- \_\_\_\_\_ 2. Maintain office files.
- \_\_\_\_\_ 3. Prepare detailed correspondence initiated by the Administrator.
- \_\_\_\_\_ 4. Carry out specialized tasks related to the assigned office.
- \_\_\_\_\_ 5. Respond to requests from principals, District administrators, and the public in accordance with established procedures.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 6. Interact positively and effectively with school and District personnel and the public.
- \_\_\_\_\_ 7. Maintain confidentiality of matters related to students and School District personnel as well as other sensitive information.
- \_\_\_\_\_ 8. Demonstrate a strong work ethic.
- \_\_\_\_\_ 9. Demonstrate initiative in recognizing needs and take appropriate action.
- \_\_\_\_\_ 10. Keep informed about current laws, rules, policies, and procedures related to assigned duties.
- \_\_\_\_\_ 11. Keep immediate supervisor informed about potential problems and unusual events.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 12. Prepare or assist in the preparation of reports accurately, thoroughly, and in a timely manner.
- \_\_\_\_\_ 13. Demonstrate support for District goals and priorities.
- \_\_\_\_\_ 14. Assist in problem-solving as appropriate.
- \_\_\_\_\_ 15. Perform other duties as assigned.

ADMINISTRATIVE ASSISTANT - SUPERINTENDENT

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Handle the Superintendent’s mail, including preparing drafts of responses for signature and routing correspondence.
- \_\_\_\_\_ 2. Maintain the office files.
- \_\_\_\_\_ 3. Work closely with the attorney to prepare materials for litigation and maintain legal files.
- \_\_\_\_\_ 4. Serve as the Superintendent’s designee as custodian of School Board records.
- \_\_\_\_\_ 5. Ensure that student accident claims are appropriately routed and maintain accident files.
- \_\_\_\_\_ 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 the Superintendent.

**ADMINISTRATIVE ASSISTANT (Continued)****2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 9. Interact positively and effectively with school and District personnel and the public.
- \_\_\_\_\_ 10. Maintain confidentiality of matters related to students and School District personnel as well as other sensitive information.
- \_\_\_\_\_ 11. Demonstrate a strong work ethic.
- \_\_\_\_\_ 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 District 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. Perform other duties as assigned.

**ADMINISTRATIVE ASSISTANT – PERSONNEL SERVICES****1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Serve as Superintendent's designee as custodian of personnel records.
- \_\_\_\_\_ 2. Maintain personnel records on all employees, including data entry to set up files.
- \_\_\_\_\_ 3. Verify experience, employment, and salary as requested.
- \_\_\_\_\_ 4. Maintain staff data records required for state reporting and local accountability.
- \_\_\_\_\_ 5. Issue contracts and employment notifications to all employees after appointment by the School Board.
- \_\_\_\_\_ 6. Initiate payroll process with placement on payroll at the time of hire for all personnel.
- \_\_\_\_\_ 7. Provide general information pertaining to personnel matters upon request.
- \_\_\_\_\_ 8. Audit salary payments made to each employee at the end of each year and post payments and experience to each personnel record.
- \_\_\_\_\_ 9. Respond to all unemployment compensation claims, approve bills for payment, prepare for and represent the School Board at Unemployment Compensation hearings, as necessary.
- \_\_\_\_\_ 10. Assume responsibility for documents to be placed in or removed from personnel files and for release of information from personnel files.
- \_\_\_\_\_ 11. Determine placement on salary schedule based on experience, training, and education in accordance with established policies and procedures.
- \_\_\_\_\_ 12. Handle departmental correspondence including confirmation of position, termination, leave, and retirement..

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 13. Maintain confidentiality and integrity.
- \_\_\_\_\_ 14. Exercise diplomacy and tact in difficult situations.
- \_\_\_\_\_ 15. Maintain professional demeanor consistently.
- \_\_\_\_\_ 16. Communicate effectively with Florida Department of Education, other school districts, principals, and teachers.
- \_\_\_\_\_ 17. Assist others in understanding and following processes, procedures, and requirements.
- \_\_\_\_\_ 18. Keep informed about current laws, rules, and policies related to personnel matters.

ADMINISTRATIVE ASSISTANT (Continued)

\_\_\_\_\_ 19. Keep Director of Human Resources informed about potential problems, unusual events, or opportunities for improvement.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 20. Serve on collective bargaining teams.
- \_\_\_\_\_ 21. Prepare or assist in the preparation of reports accurately, thoroughly, and in a timely manner.
- \_\_\_\_\_ 22. Demonstrate support for the District goals and priorities.
- \_\_\_\_\_ 23. Facilitate problem solving related to personnel and certification issues.
- \_\_\_\_\_ 24. Perform other duties as assigned.

**4. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 25. 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.
- \_\_\_\_\_ 26. \_\_\_\_\_
- \_\_\_\_\_ 27. \_\_\_\_\_
- \_\_\_\_\_ 28. \_\_\_\_\_
- \_\_\_\_\_ 29. \_\_\_\_\_

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 30. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 31. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 32. The completion of required professional development services.
- \_\_\_\_\_ 33. \_\_\_\_\_
- \_\_\_\_\_ 34. \_\_\_\_\_

ADMINISTRATIVE 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)