

SCHOOL DISTRICT OF GADSDEN COUNTY

SECRETARY I

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Perform clerical duties required by activities and functions of the department / division including preparing and sending correspondence, receiving and routing incoming / outgoing mail and courier, setting up and maintaining files, handling personnel records and requests, preparing, processing and submitting required agenda items, applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
2. Greet visitors and direct them to appropriate area.
3. Prepare materials for dissemination to school, District staff, parents and community.
4. Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
5. Maintain calendar for scheduling appointments, use of assigned facilities, interviews, deadlines, arrangements for meetings and department / division responsibilities.
6. Organize office to obtain maximum efficient operation.
7. Collect and compile relevant data for audits, meetings and reports.

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 |
|----------------|-------------------|-----------|----------------|-------------|

SECRETARY I (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions					
8. Maintain good attendance, punctuality, and confidentiality.					
9. Maintain a cooperative working relationship with others.					
10. Participate in training to update and expand clerical, financial, office practice and interpersonal skills.					
Source Code <small>(circle choices)</small>					
A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
Rating Code <small>(circle one)</small>					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

3. SYSTEM SUPPORT

Category Definitions					
11. Provide stenographic support for professional staff utilizing typing, transcribing and computer skills.					
12. Perform financial duties required by the activities and functions of the department / division including preparing payroll, maintaining inventory, purchasing equipment and supplies, initiating and processing requisitions, assisting in preparation and maintenance of budget and other assigned projects.					
13. Perform other duties as assigned.					
Source Code <small>(circle choices)</small>					
A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
Rating Code <small>(circle one)</small>					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

SECRETARY I (Continued)**SECRETARY I - JROTC****1. SERVICE DELIVERY****Category Definitions**

1. Provide record keeping and bookkeeping services as requested.
2. Receive and take, with proper protocol, proper action of incoming telephone calls.
3. Be responsible for disbursement of incoming and outgoing mail. Be responsible for the control of the Official Mail Penalty Stamps.
4. Be responsible for administrative correspondence as directed by the Director of JROTC
5. Be efficient in typing correspondence, forms, and the like, using military and civilian format on typewriter and computer.
6. Be able to assist each school JROTC department with their files, if needed, each new school year.
7. Maintain the master training schedule.
8. Collect and compile data for audits, meetings, and reports.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| 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 |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

2. EMPLOYEE QUALITIES / RESPONSIBILITIES**Category Definitions**

9. Maintain good attendance, punctuality, and confidentiality.
10. Maintain a cooperative working relationship with others.

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)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

SECRETARY I (Continued)

3. SYSTEM SUPPORT

Category Definitions

11. Be directly responsible to the Director of JROTC.
12. Be responsible for maintaining administrative files and inactive files turned in from all the schools.
13. Assume additional responsibilities required by law, regulations of the state, policies of the School Board, procedures of the Superintendent and directives of the DAI.
14. Be familiar with Department of the Army Regulations enough to requisition, file and maintain.
15. Set up the JROTC Awards Program.
16. Perform other duties as assigned.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

SECRETARY I – SCHOOL FOOD SERVICE

1. SERVICE DELIVERY

Category Definitions

1. Work with schools to update and maintain computerized student files based on approved free and reduced lunch applications.
2. Serve as summer feeding program monitor.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| 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 |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

SECRETARY I (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions					
3. Maintain good attendance, punctuality, and confidentiality.					
4. Maintain a cooperative working relationship with others.					
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					
5. Serve as Verification Official and complete the verification process annually as required by the United States Department of Agriculture.					
6. Recognize and report problems in source documents to management.					
7. Perform other incidental tasks consistent with the goals and objectives of this position.					
Source Code (circle choices)					
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Rating Code (circle one)					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

SECRETARY I (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)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
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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)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
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Rating Code (circle one)

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| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
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SECRETARY I (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