

SCHOOL DISTRICT OF GADSDEN COUNTY

SECRETARY III

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

- 1. Maintain a calendar of scheduled events.
2. Receive and route telephone calls.
3. Type and produce manuals, presentation materials and reports as requested.
4. Provide bookkeeping services as requested.
5. Keep daily appointment calendars for designated supervisors as requested.
6. Type letters and other correspondence as requested.
7. Establish and maintain files as necessary.

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 III (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions					
<p>8. Maintain effective working relationships with others. 9. Maintain good attendance, punctuality, and confidentiality. 10. Participate in training to update skills.</p>					
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					
<p>11. Assist in budget procedures. 12. Perform bookkeeping tasks as needed. 13. Provide miscellaneous clerical services for various boards and committees on which designated supervisors serve. 14. Answer inquiries about the educational program, forwarding to the appropriate personnel when necessary. 15. Perform other duties as assigned.</p>					
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 III (Continued)

SECRETARY III – STAFF DEVELOPMENT

1. SERVICE DELIVERY

Category Definitions

1. Maintain and calculate inservice / college courses for renewal of professional teaching certificates.
2. Maintain and disseminate information relative to inservice procedures and requirements.
3. Design and distribute certificate renewal applications and inservice forms.
4. Renew professional teaching certificates on-line with Department of Education.
5. Maintain and disseminate information regarding requirements for professional and substitute certificates.
6. Assist with scheduling and arrangements for inservice activities.
7. Track and notify employees and administrators of expiring certificates.
8. Track and maintain ESOL and Clinical Educator trained personnel.
9. Process travel vouchers.
10. Type, copy and distribute Master Inservice Plan.
11. Type, copy and distribute Professional Orientation Plan.
12. Type, copy and distribute Professional Development Plan.
13. Type, copy and distribute Human Resource Management Development Program.
14. Maintain Staff Development and other applicable budgets.
15. Catalog and dispense Staff Development training materials; i.e., tapes, books, and the like.
16. Design and prepare Substitute Certificates.
17. Design and prepare non-degreed Vocational Certificates.
18. Keep eligible substitute teacher listing current.
19. Receive and record payments for substitute, vocational and teaching certificates.
20. Perform duties as receptionist for Staff Development Department.
21. Duplicate materials as needed for Director of Staff Development.
22. Record and maintain fingerprint interviews.
23. Do inquiries, research, and maintain fingerprint records.
24. Transcribe and type Criminal History Review committee findings and recommendations.
25. Maintain records of university interns, their school sites and dates of placement.
26. Order and maintain supplies as needed for inservice training.
27. Arrange accommodations for inservice consultants.
28. Type and mail inservice points to other districts.
29. Type and mail communiqués as directed by the Director of Staff Development.
30. Schedule, arrange and set up rooms for training activities as designed by the Director of Staff Development.
31. Perform all other typing and clerical duties as indicated by the Director of Staff Development.
32. Design and process inservice forms.
33. Input and maintain computerized records of inservice activity.

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 III (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions					
<p>34. Maintain good attendance, punctuality, and confidentiality.</p> <p>35. Maintain cooperative working relationship with others.</p> <p>36. Participate in training to update skills.</p>					
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					
<p>37. Relieve at the switchboard when necessary.</p> <p>38. Schedule meeting rooms for County office.</p> <p>39. Perform County office notary duties when needed.</p> <p>40. Update and distribute telephone and school listings.</p> <p>41. Keep current on all rule changes and other information relative to certification and staff development.</p> <p>42. Perform other incidental tasks consistent with the goals and objectives of this position.</p>					
Source Code <small>(circle choices)</small>					
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Rating Code <small>(circle one)</small>					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

SECRETARY III (Continued)

SECRETARY III – SCHOOL FOOD SERVICE

1. SERVICE DELIVERY

Category Definitions

1. Type all school food service purchase orders and maintain a ledger of purchase orders.
2. Batch all purchase orders with invoices for payment.
3. File all copies of payment checks with purchase orders and keep files current.
4. Type all correspondence for the Director of School Food Service.
5. List outstanding purchase orders at the end of the year to be encumbered for the following year and report to the business and finance department.
6. Receive weekly produce requisitions and place school orders, auditing for balancing.
7. Write monthly transfer checks for each cafeteria to transfer each school's receipts collected to the General Fund.
8. Charge out all school staple orders.
9. Be responsible for office supplies and all school forms.

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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2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

10. Maintain good attendance, punctuality, and confidentiality.
11. Maintain a cooperative working relationship with others.
12. Participate in training to update skills.

Source Code (circle choices)

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Rating Code (circle one)

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SECRETARY III (Continued)**3. SYSTEM SUPPORT****Category Definitions**

13. Pre-audit all school lunch and breakfast reports and code for computer input.
14. Compile, maintain and file all reports and records as necessary.
15. Request produce bids and determine lowest bidder.
16. Receive and check for accuracy all invoices from schools.
17. Transmit electronically the monthly School Lunch and School Breakfast Reports to the state to request reimbursement.
18. Perform other duties as assigned.

Source Code (circle choices)

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Rating Code (circle one)

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SECRETARY III – PRE-KINDERGARTEN**1. SERVICE DELIVERY****Category Definitions**

1. Provide clerical support to Pre-Kindergarten Program Coordinator and other staff.
2. Process and maintain files on all purchase orders and travel vouchers.
3. Correlate records with District accounting procedures (payroll).
4. Prepare periodic reports as required.
5. Verify and reconcile financial records as required.
6. Enter data on Child Plus and generate reports as necessary.
7. Assist in recruitment and registration.

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 III (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 skills and knowledge.					
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. Be knowledgeable of and follow the federal, state, and District regulations. 12. Maintain the resource and children's library. 13. Assist in compiling orders for office and classroom supplies. 14. Maintain strict confidentiality of all school, student and parent records and data. 15. 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 III (Continued)

SECRETARY III – ELEMENTARY / SECONDARY

1. SERVICE DELIVERY

Category Definitions

1. Answer calls in person or on the telephone from persons seeking information on any aspect of the educational program.
2. Answer inquiries about the educational program to the extent possible, forwarding to the appropriate personnel (generally, the Elementary or Secondary Education Director) when necessary.
3. Type letters, memorandums, and other correspondence requested by the Directors of Elementary and Secondary Education.
4. Establish and maintain files for the Directors of Elementary and Secondary Education.
5. Type and produce manuals, presentation materials and reports as requested by the Directors.
6. Provide bookkeeping services for the Directors of Elementary and Secondary Education, including keeping balances of various accounts/projects managed by the Directors of Elementary and Secondary Education and coding purchase orders submitted by various schools
7. Keep an up-to-date calendar of program activities.
8. Organize and make preparations for District Academic Competitions (i.e., Spelling Bee, Declamation Contests, Brain Brawls, and others.
9. Provide miscellaneous clerical services for various boards and committees on which the Directors of Elementary and Secondary Education serve.
10. Make travel reservations (flight and car rental) for all employees of Gadsden District Schools.
11. Complete payrolls for assigned employees

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 III (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions					
<p>12. Maintain good attendance, punctuality, and confidentiality.</p> <p>13. Maintain a cooperative working relationship with others.</p> <p>14. Participate in training to update skills and knowledge.</p> <p>15. Complete assignments with little or no supervision.</p>					
Source Code <small>(circle choices)</small>					
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Rating Code <small>(circle one)</small>					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

3. SYSTEM SUPPORT

Category Definitions					
<p>16. Be knowledgeable of and follow the federal, state, and District regulations.</p> <p>17. Maintain the resource and children's library.</p> <p>18. Assist in compiling orders for office and classroom supplies.</p> <p>19. Maintain strict confidentiality of all school, student and parent records and data.</p> <p>20. Perform other duties as assigned.</p>					
Source Code <small>(circle choices)</small>					
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Rating Code <small>(circle one)</small>					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

SECRETARY III (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)

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| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
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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 III (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**

