

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
PROGRAM ASSISTANT – FEDERAL PROGRAMS

1. SERVICE DELIVERY

- _____ 1. Assist in the establishment of goals and objectives for the federal program's property control process.
- _____ 2. Assist in development of procedures relating to property control, equipment acquisition and maintenance, and equipment classification.
- _____ 3. Develop procedures for collecting documentation and maintaining clear paper trails from purchase to receipt of property and dissemination to schools.
- _____ 4. Maintain purchasing records in an organized fashion that is accurate and easy to access.
- _____ 5. Conduct periodic review of inventory and update its status and location.
- _____ 6. Maintain records and submit reports as required.
- _____ 7. Work with district inventory control to ensure that records are in agreement and property tags are inscribed and/or attached.
- _____ 8. Work with vendors to correct any discrepancies with receipt of goods.
- _____ 9. Maintain high standards of safety and security.
- _____ 10. Exercise managerial skills to control flow of property in and out of intake premises.
- _____ 11. Perform incidental tasks consistent with the goals and objectives of the District and this position and perform other duties as assigned.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 12. Develop and maintain positive working partnerships with local or other agencies, as necessary.
- _____ 13. Work closely with school personnel to ensure information exchange, coordination of efforts, and support for the federal program property services.
- _____ 14. Handle all communication with utmost professionalism.
- _____ 15. Model and maintain high ethical standards.
- _____ 16. Maintain work area in a neat, safe and secure manner.
- _____ 17. Display a strong work ethic and regular attendance.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 18. Maintain a working knowledge of all state and federal laws and regulations that impact federal programs, as related to job assignment.
- _____ 19. Represent the Federal Program office in an appropriate manner at all times.
- _____ 20. Participate in workshops, conferences, meetings, and professional readings to keep current and well-informed about trends and changes in area(s) or responsibility.

4. SYSTEMIC FUNCTIONS

- _____ 21. Keep immediate supervisor properly informed of the status of various issues, events, and activities that arise from the assigned tasks and are related to inventory or property control.
- _____ 22. Respond immediately to problem situations and be proactive in expecting problems.
- _____ 23. Assist supervisor in the wise utilization and placement of property and equipment.
- _____ 24. Prepare all required reports in a timely manner and maintain all appropriate records and inventories.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 25. Model high standards of professional conduct.
- _____ 26. Assist the supervisor as needed with the development and implementation of strategic planning.
- _____ 27. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- _____ 28. Facilitate problem solving by individuals and between stakeholders.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 34. 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.
- _____ 35. _____
- _____ 36. _____
- _____ 37. _____
- _____ 38. _____
- _____ 39. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 40. The use of the adopted performance appraisal system for instructional and other employees.
- _____ 41. The accurate and timely filing of all school reports.
- _____ 42. The completion of required professional development services.
- _____ 43. _____
- _____ 44. _____
- _____ 45. _____

DATA COLLECTION CODES

O – Observed
C – Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)