

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

**ASSOCIATION OF EDUCATIONAL SECRETARIES AND OFFICE PROFESSIONALS
CLERICAL**

PERFORMANCE FACTOR	PERFORMANCE CRITERIA
1. Job Knowledge	<p>Demonstrates knowledge of where to obtain job-related information</p> <p>Works closely with the supervisor and staff to foster a better understanding of the goals of the School District</p> <p>Adheres to policies and procedures related to job responsibilities</p> <p>Demonstrates knowledge of job-related technology skills</p> <p>Maintains the confidentiality of records/information</p> <p>Demonstrates proper use of information, procedures, materials, equipment and techniques required for current job</p>
<i>Performs job responsibilities with methods, techniques, and skills required of position</i>	
2. Self Motivation	<p>Participates in inservice training and/or continuing education programs</p> <p>Seeks to continuously develop job skills</p> <p>Demonstrates self-starting ability, resourcefulness, and creativity</p>
<i>Strives to succeed</i>	
<i>Stretches personal resources</i>	<p>Uses talents and skills to enhance the organization</p> <p>Displays the willingness to accept new job-related responsibilities</p>
<i>Builds on strengths and works on deficiencies</i>	<p>Accepts constructive criticism and seeks to improve</p> <p>Develops identified areas of strength</p> <p>Seeks assistance and/or additional training as required</p>
3. Self Management	<p>Demonstrates the ability to organize activities to achieve goals</p> <p>Prioritizes tasks aligned with meeting goals</p> <p>Organizes, plans, and works diligently to meet job needs</p>
<i>Personally well organized</i>	

<i>Utilizes time effectively</i>	Accomplishes the required amount of work within the established timeframe
<i>Takes independent action</i>	Analyzes problems; uses logic and good judgment to reach solutions Provides accurate, thorough, professional work regularly without close supervision
4. Adaptability to Change	
<i>Possesses the ability to react to and compensate for necessary changes in operations</i>	Handles varying work demands Learns and adjusts well to new methods, conditions, and changes
5. Interpersonal Effectiveness	
<i>Maintains effective working relationships with associates/students</i>	Cooperates with others to facilitate school/department goals Actively supports an environment where all individuals are treated respectfully and fairly Projects a positive and professional image when dealing with the public Demonstrates a responsible commitment to the School District's equity and diversity objectives Contributes to an efficient and effective workplace through teamwork Encourages open communication at all levels
<i>Handles conflict well</i>	Handles difficult situations with tact and diplomacy
<i>Presents ideas effectively</i>	Displays ability to communicate with the school administrators, teachers, co-workers, and the public in a positive, helpful and informative manner
6. Written and/or Oral Assignments	
<i>Follows directions easily and effectively</i>	Communicates knowledge clearly, accurately and thoroughly Clearly and positively communicates thoughts and ideas Listens attentively and responds appropriately
<i>Completes assignments on time and in compliance with directions given</i>	Quality of work shows accuracy, completeness, neatness, and effectiveness of work performed

7. Attendance	Does not abuse or misuse sick leave
8. Punctuality	Arrives promptly and departs no earlier than designated time
9. Additional Factor(s)	
Appearance	Presents a neat, well-groomed and professional image
Safety	Regularly attentive to safety and health regulations