



VISION: Create a District where parents want to send their children, students want to learn, teachers want to teach, and employees want to work.

Standard 1: PRIDE	Standard 2: TEAMWORK	Standard 3: PRIVACY	Standard 4: SAFETY	Standard 5: SERVICE	Standard 6: STEWARDSHIP	Standard 7: ACCOUNTABILITY
<p>1.1 I demonstrate a positive and optimistic attitude towards others.</p> <p>1.2 I create an inviting/caring work atmosphere.</p> <p>1.3 I maintain a professional image by dressing appropriately according to my work assignment.</p> <p>1.4 I make eye contact and speak clearly and calmly to others.</p> <p>1.5 I follow through on meeting needs, requests in a timely manner.</p> <p>1.6 I share the good things happening in Escambia County School District with the community.</p> <p>1.7 I am open to opportunities for professional growth.</p>	<p>2.1 I support and encourage colleagues.</p> <p>2.2 I report to work prepared and on time.</p> <p>2.3 I am consistently honest and transparent when dealing with others.</p> <p>2.4 I give full effort when assisting colleagues with assignments.</p> <p>2.5 I assist others in learning new strategies/skills to improve work performance.</p> <p>2.6 I listen and acknowledge the ideas of colleagues to address issues and solve problems at work.</p>	<p>3.1 I adhere to State and Federal mandates regarding the privacy/confidentiality of records.</p> <p>3.2 I use discretion when discussing confidential information.</p> <p>3.3 I only discuss or release information to appropriate parties.</p> <p>3.4 I maintain, secure, and dispose of private information using District procedures.</p> <p>3.5 I respect colleagues and their personal space.</p> <p>3.6 I abide by the accepted technology policy of the District.</p> <p>3.7 I maintain positive communication by refraining from hearsay and rumors.</p>	<p>4.1 I abide by District safety policies.</p> <p>4.2 I wear my identification badge while conducting District business.</p> <p>4.3 I maintain an orderly and professional workspace.</p> <p>4.4 I report unsafe equipment and conditions to prevent accidents.</p> <p>4.5 I report accidents and complete the necessary paperwork.</p> <p>4.6 I notify appropriate supervisors of suspicious people/activities.</p> <p>4.7 I follow District procedures in helping with injured students or personnel.</p>	<p>5.1 I demonstrate a friendly, helpful attitude and treat others as I wish to be treated.</p> <p>5.2 I notice the needs of students, families, and colleagues and alert appropriate personnel for follow-up.</p> <p>5.3 I am eager to assist and focus my attention to the current assignment.</p> <p>5.4 I stay calm and focused when handling difficult situations.</p> <p>5.5 I listen to concerns and complaints with an open mind and direct them, when needed, to the appropriate staff.</p> <p>5.6 I answer the phone and e-mails appropriately and forward each, when needed, to the correct personnel or department.</p>	<p>6.1 I use time, supplies, and resources efficiently.</p> <p>6.2 I protect and safeguard District property.</p> <p>6.3 I share cost saving ideas concerning time, supplies, and resources.</p> <p>6.4 I contribute to the cleanliness of all District facilities.</p> <p>6.5 I strive to maintain/improve my health for my well-being and to reduce our healthcare costs.</p>	<p>7.1 I abide by the District and State Code of Ethics.</p> <p>7.2 I am honest in dealing with District matters.</p> <p>7.3 I accept responsibility for my job performance even when delegating tasks to others.</p> <p>7.4 I follow worksite procedures for arrival and departure.</p> <p>7.5 I follow District approved procedures for taking leave.</p> <p>7.6 I abide by the District purchasing policy.</p> <p>7.7 I conduct personal business on my own time.</p>

DISTRICT MISSION: The mission of the Escambia County School District is to provide an environment that creates opportunities for all students to achieve their highest potential while building a foundation for continuous learning.

I believe in and will abide by these standards of behavior as I work with my colleagues to achieve the vision of our school district. _____