



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

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. _____