



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

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