

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
DIRECTOR OF STAFF DEVELOPMENT

1. SERVICE DELIVERY

- _____ 1. Supervise and work cooperatively with the secretary for the staff development department to assure that all information, records and materials are correct and disseminate as appropriate in a timely manner.
- _____ 2. Plan, organize and implement training activities and programs for all District initiatives.
- _____ 3. Develop, keep current and implement the Gadsden District Human Resource Management and Development System (HRMD) for the Districts preparing new principals program.
- _____ 4. Plan, organize, schedule, provide and coordinate the two-year training process for the HRMD core training applicants.
- _____ 5. Provide training in the use of the HRMD program for principals, directors, supervisors, coordinators and any other appropriate personnel.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 6. Interpret staff development programs, objectives, and needs to the District staff, School board, principals, school facilities, civic and parent groups, teacher training institutions and others.
- _____ 7. Plan with directors, principals, teachers and other personnel to establish training needs for local schools and future goals for all personnel.
- _____ 8. Arrange for training activities for administrators, directors, and other staff personnel based on their identified professional growth needs or the District established priorities.
- _____ 9. Develop and keep current the program for certifying substitute teachers for the District and arrange for the necessary training activities.
- _____ 10. Coordinate the training initiatives of all other District personnel (e.g., directors, school personnel, parents, and the like) through the record keeping process.
- _____ 11. Develop, keep current and implement the Gadsden District Professional Orientation Plan (to include the state competencies) for beginning teachers.
- _____ 12. Coordinate the National Board Certification (NBC) process and work closely with teachers who enter the rigorous process which includes extensive professional growth experiences for the applicants.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 13. Develop a training budget for allocated funds based on the prioritized needs of the District.
- _____ 14. Coordinate the revision of the personnel assessment forms, submit annual updates to the State Department of Education and provide appropriate training in the use of the instruments for applicable personnel.
- _____ 15. Provide the necessary training to appropriate personnel to assist with proper implementation of the professional development system.
- _____ 16. Receive, disseminate to directors, collect, sign, return to universities the appropriate forms and keep records of student teachers on file for future reference.
- _____ 17. Plan celebrations for teachers who complete the NBC process and appropriate recognition for those who actually receive national board certification.
- _____ 18. Coordinate the pre-service program in the District by working with District directors and colleges and universities personnel to provide field experiences for student teachers within the District.
- _____ 19. Develop, keep updated and present annually to the School Board, the Gadsden District Master Plan for Staff Development.

DIRECTOR OF STAFF DEVELOPMENT (Continued)

- _____ 20. Provide training on the annual update for the Master Plan to directors, principals, curriculum coordinators, school facilities and others as needed.
- _____ 21. Conduct annual evaluations of the Master Plan for Staff Development as it relates, and revise as necessary to better meet the needs of the District.
- _____ 22. Conduct annual evaluations of the HRMD program and revise process as necessary.
- _____ 23. Conduct annual evaluations of the professional development plan process.

4. SYSTEMIC FUNCTIONS

- _____ 24. Prepare and submit all required reports in a timely manner and maintain all appropriate records.
- _____ 25. Demonstrate support for the District’s goals and priorities.
- _____ 26. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- _____ 27. Keep the Deputy Superintendent and other appropriate personnel informed about potential problems, unusual events, or opportunities for improvement.
- _____ 28. Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 29. Work with secretary for the department to develop and set guidelines for record keeping procedures for training records of all personnel.
- _____ 30. Establish goals and objectives for training programs and projects for District-wide initiatives.
- _____ 31. Develop guidelines for the use of training funds and monitor the proper use of funding through the record keeping process.
- _____ 32. Develop, keep current and monitor the appropriate use of the Gadsden District Professional Development System in connection with the use of training funds.
- _____ 33. Set criteria for participation in the HRMD program, arrange for the screening activities, and select persons for the program based on criteria.
- _____ 34. Provide opportunity for qualifying persons to document competencies necessary for principal certification under the supervision of trained, competent principals.

6. WORKSITE SERVICE STANDARDS

INDICATORS

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

DIRECTOR OF STAFF DEVELOPMENT (Continued)

7. ASSESSMENT AND OTHER SERVICES

- _____ 40. The use of the adopted performance appraisal systems 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. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)