

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
TECHNOLOGY TRAINING SPECIALIST

1. SERVICE DELIVERY

- _____ 1 Establish goals and objectives for training programs and projects related to the District's instructional learning systems.
- _____ 2 Plan, organize and implement inservice programs and projects related to the District's instructional learning systems.
- _____ 3 Assist teachers with the development of appropriate instructional learning system activities that will complement their lesson plans.
- _____ 4 Perform program evaluations to ensure quality and appropriate usage of the instructional learning systems and make recommendations for improvement.
- _____ 5 Assist in software problem resolution with software vendors.
- _____ 6 Serve as a resource for teachers as they continue to incorporate the instructional learning system into their methods and techniques of instruction.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 7 Regularly visit school sites to provide support and principals, teachers and lab proctors using the ILS.
- _____ 8 Work closely with District and school staffs to support program implementation.
- _____ 9 Keep the Deputy /Assistant Superintendent informed of potential problems or unusual events.
- _____ 10 Communicate accurately and effectively with teachers, administrators, support personnel, and vendors.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 11 Attend training events in order to remain current with leading edge training activities that may be offered by the various vendors of instructional learning systems.
- _____ 12 Provide training and update training on software to teachers, lab proctors, and administrators.
- _____ 13 Develop annual goals and objectives for professional development consistent with and in support of District goals and priorities.

4. SYSTEMIC FUNCTIONS

- _____ 14 Prepare or oversee the preparation of all required reports and maintain appropriate records.
- _____ 15 Serve on councils and committees as assigned or appropriate.
- _____ 16 Consistently represent the District in a position and professional manner.
- _____ 17 Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 18 Assist in implementing the District's goals and strategic commitments.
- _____ 19 Collaborate with District and school leaders in the planning and implementation of District and school priorities.
- _____ 20 Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- _____ 21 Use appropriate styles and methods to facilitate task accomplishments.

TECHNOLOGY TRAINING SPECIALIST (Continued)

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 22 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.
- _____ 23 _____
- _____ 24 _____
- _____ 25 _____
- _____ 26 _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 27 The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 28 The accurate and timely filing of all school reports.
- _____ 29 The completion of required professional development services.
- _____ 30 _____
- _____ 31 _____

TECHNOLOGY TRAINING SPECIALIST (Continued)

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)