

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR

1. PLANNING / PREPARATION

- _____ 1. Participate in planning and developing programs and social services to students and families.
- _____ 2. Establish short- and long-range plans based on pre-kindergarten student needs, District, state and federal requirements.
- _____ 3. Plan intervention strategies that are clearly related to identified needs.
- _____ 4. Provide and follow schedule for assigned schools and inform appropriate people of departures from the schedule.

2. ADMINISTRATIVE / MANAGEMENT

- _____ 5. Maintain accurate and current file of community agencies and contact persons.
- _____ 6. Demonstrate organizational skills, establish priorities and plan for contingencies.
- _____ 7. Develop and maintain a directory of service agencies and specific contracts available to pre-kindergarten students and their families.
- _____ 8. Prepare and maintain records and referrals.
- _____ 9. Interpret educational policies, programs and procedures related to pre-kindergarten social services.
- _____ 10. Coordinate transference of student records from the pre-kindergarten program to individual schools.

3. ASSESSMENT / EVALUATION

- _____ 11. Use appropriate evaluation instruments, convey results and recommend interventions.
- _____ 12. Conduct interviews with students and parents in school and home settings.
- _____ 13. Gather data from a variety of sources; i.e., students, parents, school personnel, doctors, therapists, law enforcement and community.
- _____ 14. Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
- _____ 15. Access student records on a need-to-know basis and protect their confidentiality.
- _____ 16. Assist in early identification of pre-kindergarten students' school-related problems.

4. INTERVENTION / DIRECT SERVICES

- _____ 17. Identify and provide appropriate social and health services for pre-kindergarten children and families.
- _____ 18. Monitor pre-kindergarten student attendance on a weekly / monthly basis, reporting and coordinating follow-up as needed.
- _____ 19. Work with parents and schools to resolve conflicts.
- _____ 20. Accompany parents to service agencies when appropriate.

5. COLLABORATION

- _____ 21. Collaborate with parents and other staff in the implementation of pre-kindergarten programs and services for students.
- _____ 22. Apply knowledge of effective consultation procedures in working with parents, students and others.

PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR (Continued)

- _____ 23. Work with existing interagency community service group to identify service gaps and to collaboratively facilitate maximum delivery and impact.
- _____ 24. Coordinate home visits with appropriate staff.
- _____ 25. Collaborate with other pre-kindergarten personnel as scheduled.

6. STAFF DEVELOPMENT

- _____ 26. Initiate and participate in inservice training and research relevant to position.
- _____ 27. Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- _____ 28. Inform school personnel how social services may be used in planning and evaluating pre-kindergarten programs for students and procedures for referrals or assistance.

7. PROFESSIONAL RESPONSIBILITIES

- _____ 29. Establish and maintain continuous professional relationships with community and social agencies.
- _____ 30. Serve on panels, committees or boards of community agencies.
- _____ 31. Keep appointments and follow up on commitments.
- _____ 32. Maintain effective interpersonal relationships and communication with students, parents and staff.
- _____ 33. Submit accurate reports in a timely manner and maintain all appropriate records.
- _____ 34. Keep abreast of latest research relating to pre-kindergarten student needs.
- _____ 35. Perform other duties as assigned.

8. STUDENT GROWTH / ACHIEVEMENT**INDICATORS**

- _____ 36. Conduct social services program in a manner which ensures that student growth / achievement is continuous and appropriate for age group and / or student program classification. Indicators may include: case history and follow-up reports, criterion and norm-referenced standardized tests, professional team interaction and analysis reports, documented parent interaction, student discipline records and others as deemed appropriate by the District and / or required by adopted pre-kindergarten curriculum standards.
- _____ 37. _____

9. ASSESSMENT AND OTHER SERVICES

- _____ 38. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 39. The accurate and timely filing of all school reports
- _____ 40. The completion of required professional development services.
- _____ 41. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 42. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR (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)