

**SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM**

SUPERVISOR OF INSTRUCTIONAL MEDIA, MATERIALS, AND TECHNOLOGY

1. PLANNING / PREPARATION

- _____ 1. Facilitate the establishing of a District-wide Instructional Technology Plan that will include priority, guidelines and criteria for purchasing and installing infrastructure, hardware and software.
- _____ 2. Initiate the preparation and coordination of the annual District-wide media services operating budget and coordinate the administration of the adopted budget.
- _____ 3. Set guidelines and criteria for coordinated purchasing of new and disposing of outdated books, media materials and equipment.
- _____ 4. Assume responsibility for long-range planning for the District’s total media services.
- _____ 5. Organize and implement an audio visual aids program for general circulation among the schools and departments of the District, such a program to include use of video and audio recordings, transcriptions, tapes, slides, exhibits, posters, computer programs, laser based media, and other audio or visual instructional materials and equipment.

2. ADMINISTRATIVE / MANAGEMENT

- _____ 6. Establish and administer coordinated procedures for technology support services including repairs and upgrades.
- _____ 7. Supervise the installation, operation, and upgrading of a District-wide Area Network for Internet access.
- _____ 8. Manage budgets for various projects (media, Materials and Technology) annually as well as an annual budget for instructional media services based on comprehensive planning.

3. ASSESSMENT / EVALUATION

- _____ 9. Prepare a detailed annual report for the Superintendent covering growth of the collections and programs offered, plan for development, and comparisons of the District’s media centers and media services with state and national norms and standards.
- _____ 10. Maintain a continuous program of evaluation of techniques and services in the school media centers.
- _____ 11. Prepare or oversee the preparation of textbooks for evaluation.

4. INTERVENTION / DIRECT SERVICES

- _____ 12. Seek additional sources of District revenue by writing grants and serving as a technical assistant to others who are writing grants for media acquisitions.
- _____ 13. Provide leadership and direction for comprehensive media services in support of District goals and priorities.
- _____ 14. Meet monthly with technology specialists and media specialists.
- _____ 15. Assist school administrators in selection and evaluation of media technology personnel as requested.
- _____ 16. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- _____ 17. Facilitate problem-solving by individuals and groups.
- _____ 18. Model effective facilitation skills.

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5. COLLABORATION

- _____ 19. Consult on the selection and acquisition of hardware and software for each school's use.
- _____ 20. Assist the media specialists in establishing and maintaining an electronic system of accounting for all library books, reference volumes, audio visual materials, and periodicals.
- _____ 21. Maintain open communication and cordial relations with the professional staff of the municipal library system for the resolution of mutual problems and the full utilization by the school of municipal library services, programs, and materials.

6. STAFF DEVELOPMENT

- _____ 22. Set high standards and expectations for self and others
- _____ 23. Direct the design and implementation of programs for school and District staff development.
- _____ 24. Keep abreast of trends, developments, and issues related to media technology.
- _____ 25. Attend state and national conferences to provide current media and technology information.
- _____ 26. Assist department staff in keeping up-to-date and well-informed about issues and changes in assigned area of responsibility.
- _____ 27. Facilitate staff development opportunities in the use and integration of technology into the curriculum.

7. PROFESSIONAL RESPONSIBILITIES

- _____ 28. Seek additional sources of revenue for technology projects by writing grants and managing all such projects.
- _____ 29. Keep informed about all types of educational technology and remain up-to-date on trends and practices regarding its use.
- _____ 30. Represent the School District at state level meetings concerning instructional library / media, instructional materials (textbooks), and educational technology.
- _____ 31. Keep informed about all types of educational materials in non-print as well as print media, and remain up-to-date on trends and practices regarding their use.
- _____ 32. Attend FETC conference in leadership role.
- _____ 33. Perform other duties as assigned.

8. STUDENT GROWTH / ACHIEVEMENT**INDICATORS**

- _____ 34. Provide support for instruction of Sunshine State Standards and instructional standards on state and national tests.
- _____ 35. Ensure that lesson plans reflect support of classroom instructional program.
- _____ 36. Select print materials, software, and technology support instructional program.
- _____ 37. _____
- _____ 38. _____

9. ASSESSMENT AND OTHER SERVICES

- _____ 39. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 40. The accurate and timely filing of all school reports
- _____ 41. The completion of required professional development services.

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- _____ 42. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 43. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)
 _____ (Date)
 _____ (Date)

Informal Observations

_____ (Date)
 _____ (Date)
 _____ (Date)

_____ (Signature of Evaluator / Date)