

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
DIRECTOR OF SECONDARY EDUCATION

1. SERVICE DELIVERY

- _____ 1. Assist school principals in supervising, developing and implementing the District Grades 6 – 12 instructional program.
- _____ 2. Oversee the formulation of school improvement plans of all secondary schools.
- _____ 3. Monitor progress of implementation of school improvement plans and provide assistance upon request of the principal.
- _____ 4. Coordinate and assist with the adoption, development, revision, and publication of instructional program materials.
- _____ 5. Review student assignment procedures, organizational patterns and scheduling of staff and students at secondary schools.
- _____ 6. Visit secondary schools, including classrooms.
- _____ 7. Coordinate Southern Association of Colleges and Schools accreditation activities for secondary schools.
- _____ 8. Write, coordinate, and evaluate grants for secondary schools.
- _____ 9. Recommend and coordinate program of instruction for secondary schools.
- _____ 10. Manage and monitor grant budgets as assigned.
- _____ 11. Coordinate special projects as needed.
- _____ 12. Provide assistance for the implementation of the District's Pupil Progression Plan.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 13. Promote and monitor the articulation of secondary programs.
- _____ 14. Serve as liaison between the secondary schools, the District, and the Florida Department of Education.
- _____ 15. Coordinate and collaborate with other District-level staff to ensure consistency of purpose and practice.
- _____ 16. Meet regularly with school principals.
- _____ 17. Interact with community agencies as necessary or appropriate.
- _____ 18. Assist in maintaining appropriate coordination among the basic instructional program and various special programs.
- _____ 19. Serve as District contact for charter schools and chair the Charter Schools Committee.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 20. Keep well informed about current trends in secondary education.
- _____ 21. Assist in the development, implementation, and evaluation of staff development activities.
- _____ 22. Promote and support professional development for self and others.
- _____ 23. Attend meetings and conferences which promote professional growth and will benefit the District.

4. SYSTEMIC FUNCTIONS

- _____ 24. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- _____ 25. Prepare or oversee the preparation of all required reports and maintain all required records.
- _____ 26. Serve on District committees as assigned.
- _____ 27. Assist in interviewing and recommending personnel.
- _____ 28. Assist in the interpretation of policies, programs, and goals to staff and the public.
- _____ 29. Provide input for the development of the District budget.

DIRECTOR OF SECONDARY EDUCATION (Continued)

_____ 30. Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 31. Provide leadership and direction for the planning, development, implementation, and evaluation of the District's instructional program.
- _____ 32. Assist schools in resolving problems and satisfactorily addressing complaints.
- _____ 33. Provide leadership to school administrators in matters of emerging curriculum / instructional issues.
- _____ 34. Model and maintain high standards of professional conduct.
- _____ 35. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- _____ 36. Use appropriate interpersonal styles and methods to guide individuals or groups to task accomplishment.
- _____ 37. Assist in the development of administrative guidelines for secondary schools.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 38. 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.
- _____ 39. _____
- _____ 40. _____
- _____ 41. _____
- _____ 42. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 43. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 44. The accurate and timely filing of all school reports
- _____ 45. The completion of required professional development services.
- _____ 46. _____
- _____ 47. _____

DIRECTOR OF SECONDARY EDUCATION (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)