

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

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Act as the District's representative in all interface and coordination actions with the United States Army regarding regulatory implementation of the program.
- \_\_\_\_\_ 2. Represent District JROTC instructor staff in all areas of the execution of their duties and responsibilities.
- \_\_\_\_\_ 3. Serve as member of the Superintendent's District-wide Executive Leadership Team as requested by the Superintendent.
- \_\_\_\_\_ 4. Assist department staff in keeping up-to-date and well-informed about issues and changes in assigned area of responsibility.
- \_\_\_\_\_ 5. Oversee and provide budget control in assigned area.
- \_\_\_\_\_ 6. Formulate, plan and manage implementation of optional hours of curriculum above that which is mandated.
- \_\_\_\_\_ 7. Design Master Training Schedule to meet individualized student needs and submit for approval.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 8. Communicate, through proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- \_\_\_\_\_ 9. Maintain contact with other school districts, governmental agencies and other appropriate organizations related to assigned areas.
- \_\_\_\_\_ 10. Collaborate with other departments and divisions.
- \_\_\_\_\_ 11. Use effective communication strategies to interact with a variety of audiences.
- \_\_\_\_\_ 12. Set high standards and expectations for self and others.

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 13. Participate in District management meetings and other activities to enhance professional growth.
- \_\_\_\_\_ 14. Manage and administer personnel development through training, inservice and other developmental activities.
- \_\_\_\_\_ 15. Promote and support professional development for self and others.
- \_\_\_\_\_ 16. Select, preview, evaluate and disseminate recent and relevant professional materials.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 17. Keep abreast of legal requirements and proposed changes in area of responsibility and provide advice to the Superintendent as to their impact on the District.
- \_\_\_\_\_ 18. Exhibit support for the District's vision, mission, goals and priorities.
- \_\_\_\_\_ 19. Make and share decisions in a timely manner.
- \_\_\_\_\_ 20. Address personnel problems promptly and directly.
- \_\_\_\_\_ 21. Respond quickly to emergency situations.
- \_\_\_\_\_ 22. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \_\_\_\_\_ 23. Oversee the delivery of services and provide for coordination to ensure maximum value from available resources.
- \_\_\_\_\_ 24. Prepare all required reports and maintain all appropriate records.
- \_\_\_\_\_ 25. Perform other duties as assigned.

DIRECTOR OF JROTC (Continued)

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 26. Provide leadership and management for the District’s United States Army JROTC Program.
- \_\_\_\_\_ 27. Assist in the development of short- and long-range District plans.
- \_\_\_\_\_ 28. Promote cooperative relationships and coordinated efforts to facilitate the instructional program.
- \_\_\_\_\_ 29. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \_\_\_\_\_ 30. Anticipate potential problems and design processes and procedures to address them.
- \_\_\_\_\_ 31. Facilitate problem-solving by individuals and groups.
- \_\_\_\_\_ 32. Perform such duties and responsibilities associated with the American Disabilities Act and OSHA as they relate to assigned areas.

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 33. 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.
- \_\_\_\_\_ 34. \_\_\_\_\_
- \_\_\_\_\_ 35. \_\_\_\_\_
- \_\_\_\_\_ 36. \_\_\_\_\_
- \_\_\_\_\_ 37. \_\_\_\_\_

**7. 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.

DIRECTOR OF JROTC (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)