

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

**SUPERVISOR OF COMMUNITY RELATIONS AND PARENT SERVICES**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Deliver Superintendent's news articles to proper media source.
- \_\_\_\_\_ 2. Plan and implement the Teacher of the Year celebration.
- \_\_\_\_\_ 3. Maintain the Superintendent's Scrapbook.
- \_\_\_\_\_ 4. Track all student transfers, both inside and outside the District.
- \_\_\_\_\_ 5. Serve as liaison for parents between the schools, community, District, all departments at the County office, and the Florida Department of Education.
- \_\_\_\_\_ 6. Monitor and conduct periodic surveys of parent participation and involvement in the educational process at each school.
- \_\_\_\_\_ 7. Assist school advisory councils with the development, implementation, and evaluation of parent for services as stated in their school improvement plan.
- \_\_\_\_\_ 8. Coordinate resources and provide technical assistance to all parent committees of schools and special programs, ensuring that all due caution and procedures for due process have been afforded to parents of students as it relates to an individual program or situation.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 9. Distribute newsletter to schools, community and agencies.
- \_\_\_\_\_ 10. Serve on boards of agencies such as March of Dimes and Gadsden Education Foundation.
- \_\_\_\_\_ 11. Set up community contact workshops for interpreting FCAT, Florida Writes, and the like to parents.
- \_\_\_\_\_ 12. Assist schools in communicating with parents through home visits.
- \_\_\_\_\_ 13. Provide clerical assistance to the community relations department in channeling information throughout the District as it pertains to parents and the community.
- \_\_\_\_\_ 14. Expand the Pre-Kindergarten Parent Resource Center located at QEC to include resource materials for all parents of Pre-Kindergarten students.
- \_\_\_\_\_ 15. Assist school principals in supervising, developing, improving and implementing parent services.
- \_\_\_\_\_ 16. Maintain contact and a working relationship with outside agencies.
- \_\_\_\_\_ 17. Develop partnerships with local business and service groups to advance student learning by involving community members in school volunteer programs.
- \_\_\_\_\_ 18. Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education (literacy).

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 19. Attend Department of Education conferences and others to keep up with changes.
- \_\_\_\_\_ 20. Keep well informed of current trends in curriculum areas.
- \_\_\_\_\_ 21. Provide inservice training opportunities for school personnel to increase school / parent communication and involvement.
- \_\_\_\_\_ 22. Set high standards for self and others.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 23. Recruit mentors for fifteen (15) schools' volunteer program.
- \_\_\_\_\_ 24. Write and print Superintendent's monthly newsletter.

**SUPERVISOR OF COMMUNITY RELATIONS AND PARENT SERVICES (Continued)**

- \_\_\_\_\_ 25. Set up the District-wide Parent / Volunteer Appreciation and Information Seminar (Title I, ESE, Pre-Kindergarten).
- \_\_\_\_\_ 26. Set up awards programs for CTBS, FCAT, Florida Writes, and HSCT.
- \_\_\_\_\_ 27. Provide schools with written communication for parents (Spanish and English versions of a District-wide parent newsletter from the Superintendent).
- \_\_\_\_\_ 28. Continue the “Superintendent’s Community Chats” with parents, communities, and civic groups.
- \_\_\_\_\_ 29. Hold group meetings with parents to help them deal with developmental problems and individual needs of their children.
- \_\_\_\_\_ 30. Supervise assigned personnel, conduct annual performance appraisals, and make appropriate employment recommendations.
- \_\_\_\_\_ 31. Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \_\_\_\_\_ 32. Perform other duties as assigned.

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 33. Provide workshops / training for school advisory councils.
- \_\_\_\_\_ 34. Set up and coordinate parent involvement activities.
- \_\_\_\_\_ 35. Develop a parent guide / handbook for schools that will contain pertinent telephone numbers, contact persons, and other resources.
- \_\_\_\_\_ 36. Assist school advisory councils, improvement teams, special programs, and parent-teacher organizations in the planning and co-sponsoring of meetings for parents to provide support, and help parents gain knowledge about educational issues, policies, materials, and resources.
- \_\_\_\_\_ 37. Form a District parent advisory council to include parent representation from each school / community and / or special program.
- \_\_\_\_\_ 38. Assist teachers in developing family kits built around relevant themes with games, videos, conversation starters, or other tools for parents to interact with their children on a specific topic. For example, a kit could be built around the theme of setting family goals or developing house rules, Peer Assisted Learning Strategies (PALS) reading kits, and research paper writing tips, and ACT / SAT preparation for the older child.
- \_\_\_\_\_ 39. Promote District goals and priorities.

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 40. 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.
- \_\_\_\_\_ 41. \_\_\_\_\_
- \_\_\_\_\_ 42. \_\_\_\_\_
- \_\_\_\_\_ 43. \_\_\_\_\_
- \_\_\_\_\_ 44. \_\_\_\_\_

SUPERVISOR OF COMMUNITY RELATIONS AND PARENT SERVICES (Continued)

**7. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 45. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 46. The accurate and timely filing of all school reports
- \_\_\_\_\_ 47. The completion of required professional development services.
- \_\_\_\_\_ 48. \_\_\_\_\_
- \_\_\_\_\_ 49. \_\_\_\_\_

**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)