

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Direct the overall activities of planning, developing, implementing, and evaluating all District instructional programs.
- \_\_\_\_\_ 2. Assist in determining the types of programs needed by the schools and make appropriate recommendations.
- \_\_\_\_\_ 3. Report on status of District programs and services at the request of the Superintendent.
- \_\_\_\_\_ 4. Oversee the coordination of research activities pertaining to programs and special projects of the District.
- \_\_\_\_\_ 5. Review and analyze contracts and agreements with other agencies or institutions.
- \_\_\_\_\_ 6. Supervise the collective bargaining functions, including providing advice on salary schedules.
- \_\_\_\_\_ 7. Coordinate and oversee FTE audits, surveys, and reports, including instructional applications, annual estimates, and collection and analysis of data.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 8. Interpret Florida Statutes, State Board of Education rules, Gadsden County School Board rules, and other regulations to principals and other personnel.
- \_\_\_\_\_ 9. Assist in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- \_\_\_\_\_ 10. Establish and maintain procedures for referral and cooperative planning with other state and local agencies.
- \_\_\_\_\_ 11. Oversee the reporting to regulating agencies, including the Florida Department of Education and the Southern Association of Colleges and Schools.
- \_\_\_\_\_ 12. Work closely with District and school staffs to support school improvement initiatives and processes.

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 13. Keep well informed about current trends in curriculum and best instructional practices.
- \_\_\_\_\_ 14. Attend meetings and conferences which promote professional growth and will benefit the District.
- \_\_\_\_\_ 15. Promote and support professional development for self and others.
- \_\_\_\_\_ 16. Select, preview, evaluate, and disseminate relevant professional materials.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 17. Assist in the preparation of the School Board agenda, including the preparation of instructional services action, and school zone establishment and appeals.
- \_\_\_\_\_ 18. Oversee the development and revision of Gadsden County School Board rules.
- \_\_\_\_\_ 19. Assist the Superintendent in organizational analysis and development.
- \_\_\_\_\_ 20. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- \_\_\_\_\_ 21. Prepare or oversee the preparation of all required reports and maintain all required records.
- \_\_\_\_\_ 22. Perform other duties as assigned.

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES (Continued)

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 23. Provide leadership, oversight, and direction for academic services in the District.
- \_\_\_\_\_ 24. Serve on the Superintendent’s Executive Leadership Team.
- \_\_\_\_\_ 25. Model and maintain high standards of professional conduct.
- \_\_\_\_\_ 26. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- \_\_\_\_\_ 27. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \_\_\_\_\_ 28. Facilitate problem solving by groups or individuals.

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 29. 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.
- \_\_\_\_\_ 30. \_\_\_\_\_
- \_\_\_\_\_ 31. \_\_\_\_\_
- \_\_\_\_\_ 32. \_\_\_\_\_
- \_\_\_\_\_ 33. \_\_\_\_\_

**7. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 34. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 35. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 36. The completion of required professional development services.
- \_\_\_\_\_ 37. \_\_\_\_\_
- \_\_\_\_\_ 38. \_\_\_\_\_

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES (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)