

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

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Assist in the assessment, coordination and delivery of ongoing services (training, school-based programmatic) of school and District personnel.
- \_\_\_\_\_ 2. Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in alternative programs.
- \_\_\_\_\_ 3. Monitor the articulation of dropout prevention programs.
- \_\_\_\_\_ 4. Prepare reports to address all assigned curriculum areas as needed.
- \_\_\_\_\_ 5. Provide materials and activities that address dropout prevention student needs.
- \_\_\_\_\_ 6. Prepare and monitor budgets for assigned areas.
- \_\_\_\_\_ 7. Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in dropout prevention programs.
- \_\_\_\_\_ 8. Monitor the articulation of alternative and other dropout prevention programs and grants.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 9. Serve as a resource person to interpret services offered to students in dropout prevention programs to school personnel and the community.
- \_\_\_\_\_ 10. Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- \_\_\_\_\_ 11. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
- \_\_\_\_\_ 12. Establish and maintain a close working relationship with community and governmental agencies to coordinate dropout prevention services to students and families.

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 13. Assist in the development, implementation and evaluation of staff development activities.
- \_\_\_\_\_ 14. Set high standards and expectations for self and others.
- \_\_\_\_\_ 15. Keep up-to-date and well informed about trends and best practices in assigned area.
- \_\_\_\_\_ 16. Maintain a network of peer contacts through professional organizations.
- \_\_\_\_\_ 17. Promote and support the professional growth of self and others.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 18. Coordinate the planning, implementation and evaluation of dropout prevention programs and services.
- \_\_\_\_\_ 19. Prepare, implement and coordinate alternative education and dropout prevention projects and grants.
- \_\_\_\_\_ 20. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \_\_\_\_\_ 21. Recommend the establishment or elimination of special classes, programs and services.
- \_\_\_\_\_ 22. Assist in projecting FTE and personnel needs for dropout prevention education programs.
- \_\_\_\_\_ 23. Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment for alternative education and dropout prevention programs.

**DROPOUT PREVENTION COORDINATOR (Continued)**

- \_\_\_\_\_ 24. Provide input in the planning, modification and construction of educational facilities.
- \_\_\_\_\_ 25. Serve as liaison and resource person for out-of-District students.
- \_\_\_\_\_ 26. Prepare all required reports and maintain all appropriate records.
- \_\_\_\_\_ 27. Perform other duties as assigned.

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 28. Implement and monitor suitable procedures for screening and diagnosis of students' problems.
- \_\_\_\_\_ 29. Implement and monitor procedures for placement, transfer and program completion for students in dropout prevention programs.
- \_\_\_\_\_ 30. Implement and monitor the development and utilization of individual education plans for students in dropout prevention programs.
- \_\_\_\_\_ 31. Assist in maintaining appropriate coordination between dropout prevention programs and other programs.
- \_\_\_\_\_ 32. Assist principals, as needed, in the recruitment, selection, placement and appraisal of dropout prevention personnel.
- \_\_\_\_\_ 33. Assist in the development of administrative guidelines for dropout prevention.
- \_\_\_\_\_ 34. Assist in the development of policies for dropout prevention.

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 35. 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.
- \_\_\_\_\_ 36. \_\_\_\_\_
- \_\_\_\_\_ 37. \_\_\_\_\_
- \_\_\_\_\_ 38. \_\_\_\_\_
- \_\_\_\_\_ 39. \_\_\_\_\_

**7. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 40. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 41. The accurate and timely filing of all school reports
- \_\_\_\_\_ 42. The completion of required professional development services.
- \_\_\_\_\_ 43. \_\_\_\_\_
- \_\_\_\_\_ 44. \_\_\_\_\_

**DROPOUT PREVENTION COORDINATOR (Continued)**

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**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)**