

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
TEACHER ON SPECIAL ASSIGNMENT

1. PLANNING / PREPARATION

- _____ 1. Develop short- and long-range plans based on school, District, and state priorities.
- _____ 2. Define goals and objectives for the assigned curriculum, program, or service assignment.
- _____ 3. Plan with teachers and instructional leaders to develop and implement the school / District program.
- _____ 4. Identify specific intended outcomes that are challenging, meaningful, and measurable.
- _____ 5. Revise curriculum, program, or service delivery based on annual assessments.
- _____ 6. Plan and prepare programs and activities considering students' culture, learning styles, special needs, and socio-economic background.
- _____ 7. Serve on school / District committees for the planning and implementation of programs and / or services.
- _____ 8. Plan and prepare strategies and support which support school improvement plans and the District mission.
- _____ 9. Select, develop, modify, and / or adapt materials and resources which support learning objectives and address varying learning styles, backgrounds, and special needs.
- _____ 10. Participate, as requested, in the planning of educational facilities that will support the objectives of the District.

2. ADMINISTRATIVE / MANAGEMENT

- _____ 11. Establish and maintain a positive, organized, and safe working environment.
- _____ 12. Establish and maintain effective and efficient record keeping procedures.
- _____ 13. Use technology resources effectively.
- _____ 14. Manage time effectively.
- _____ 15. Assist teachers in establishing routines and procedures and working with students on consistently following them.
- _____ 16. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
- _____ 17. Manage materials and equipment effectively.
- _____ 18. Assist in identifying program or service needs and in developing the budget for the assigned area of responsibility.

3. ASSESSMENT / EVALUATION

- _____ 19. Develop and assist teachers in using assessment strategies (traditional and alternative) to support the continuous development of learners.
- _____ 20. Interpret and use data (including but not limited to standardized and other test results) for planning, decision-making, and program evaluation.
- _____ 21. Assist school personnel in the collection, analysis and use of data for assessment, evaluation and decision-making.
- _____ 22. Evaluate assigned area of responsibility, program, or services using established criteria.
- _____ 23. Communicate, in understandable terms, program evaluation results knowledgeably and responsibly to professional colleagues and others who need access to the information.
- _____ 24. Solicit evaluation of curriculum, program, or service area from teachers, principals, and other appropriate stakeholders.
- _____ 25. Use evaluation results to improve programs or services.

TEACHER ON SPECIAL ASSIGNMENT (Continued)

4. INTERVENTION / DIRECT SERVICES

- _____ 26. Demonstrate knowledge and understanding of assigned curriculum, program or service area.
- _____ 27. Provide assistance and coordination in curriculum development, alignment, implementation, and evaluation.
- _____ 28. Model principles of learning and effective teaching in instructional delivery.
- _____ 29. Assist school administrators and teachers in understanding programs and implications for instructional practice.
- _____ 30. Model the use of a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- _____ 31. Disseminate and interpret current trends and research related to curriculum, instruction, technology, and related areas.
- _____ 32. Use appropriate materials, technology, and resources to help teachers to implement effective instructional strategies.
- _____ 33. Assist teachers in providing appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
- _____ 34. Provide support and assistance to teachers in implementing teaching strategies, identifying appropriate activities, organizing and managing the classroom, selecting materials, and addressing needs of individual students.
- _____ 35. Facilitate the implementation of programs, activities, and strategies designed to achieve school improvement objectives.

5. COLLABORATION

- _____ 36. Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- _____ 37. Interact with parents, community agencies, and business to support school and District priorities.
- _____ 38. Provide accurate and timely information to teachers, administrators, and community.
- _____ 39. Work with teachers and other professional educators in curriculum development, special activities, and sharing ideas and resources.

6. STAFF DEVELOPMENT

- _____ 40. Plan, implement, and evaluate inservice for teachers, administrators, and other school staff.
- _____ 41. Engage in continuing improvement of professional knowledge and skills.
- _____ 42. Assist others in acquiring knowledge and understanding of particular area of responsibility.
- _____ 43. Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.
- _____ 44. Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.

7. PROFESSIONAL RESPONSIBILITIES

- _____ 45. Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- _____ 46. Perform all assigned duties.
- _____ 47. Demonstrate attention to punctuality, attendance, records, and reports.
- _____ 48. Maintain confidentiality of student and other professional information.
- _____ 49. Comply with policies, procedures, and programs.
- _____ 50. Support school improvement initiatives by active participation in school activities, services, and programs.
- _____ 51. Perform other duties as assigned.

TEACHER ON SPECIAL ASSIGNMENT (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

INDICATORS

- _____ 52. Conduct curriculum, program, or service area responsibilities in a manner which ensures that student growth and achievement is continuous and appropriate for age group, subject area and / or student program classification.
- _____ 53. _____
- _____ 54. _____
- _____ 55. _____

9. ASSESSMENT AND OTHER SERVICES

- _____ 56. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 57. The accurate and timely filing of all school reports
- _____ 58. The completion of required professional development services.
- _____ 59. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 60. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

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)