

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
DIRECTOR OF FEDERAL PROGRAMS

1. SERVICE DELIVERY

- _____ 1. Monitor the implementation of federal programs to ensure compliance with provisions of the grant(s).
- _____ 2. Establish and maintain financial records for each funded program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
- _____ 3. Direct the preparation and submission of reports as required for federal and specially funded programs.
- _____ 4. Follow-up and resolve findings of external auditors.
- _____ 5. Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.
- _____ 6. Supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in federal programs.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 7. Maintain a working relationship with all appropriate governmental agencies.
- _____ 8. Use effective communication strategies to interact with a variety of audiences.
- _____ 9. Respond to inquiries and concerns in a timely manner.
- _____ 10. Ensure information exchange, coordination of efforts and articulation of program and services by working closely with school administrators.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 11. Assist in the development, implementation and evaluation of staff development activities.
- _____ 12. Set high standards and expectations for self and others.
- _____ 13. Keep up-to-date and well-informed about trends and best practices in assigned area.
- _____ 14. Maintain a network of peer contacts through professional organizations.
- _____ 15. Promote and support the professional growth of self and others.

4. SYSTEMIC FUNCTIONS

- _____ 16. Prepare, implement and coordinate federal projects and grants.
- _____ 17. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- _____ 18. Recommend the establishment or elimination of special classes, programs and services.
- _____ 19. Assist in projecting budgets and personnel needs for federal education programs.
- _____ 20. 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.
- _____ 21. Provide input in the planning, modification and construction of educational facilities.
- _____ 22. Prepare all required reports and maintain all appropriate records and inventories.
- _____ 23. Perform other duties as assigned.

DIRECTOR OF FEDERAL PROGRAMS (Continued)

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 24. Coordinate the planning, implementation and evaluation of federal programs and services.
- _____ 25. Implement and monitor suitable procedures for screening and diagnosis of students' problems.
- _____ 26. Implement and monitor procedures for placement, transfer and program completion for students in federal programs.
- _____ 27. Assist in maintaining appropriate coordination between federal programs and other programs.
- _____ 28. Assist principals, as needed, in the recruitment, selection, placement and appraisal of personnel.
- _____ 29. Assist in the development of administrative guidelines for federal programs.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 30. 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, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 31. _____
- _____ 32. _____
- _____ 33. _____
- _____ 34. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 35. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 36. The accurate and timely filing of all school reports
- _____ 37. The completion of required professional development services.
- _____ 38. _____
- _____ 39. _____

DIRECTOR OF FEDERAL PROGRAMS (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)