

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SAFETY / INVESTIGATIONS COORDINATOR

1. SERVICE DELIVERY

- _____ 1 Investigate complaints fairly and objectively against persons, property or other civil offenses committed by District employees or students.
- _____ 2 Work closely with District and school staff to maintain a safe and effective learning environment.
- _____ 3 Review District policies, directives, and procedures to ensure employee and student compliance.
- _____ 4 Assist the Assistant Superintendent in gathering pertinent information.
- _____ 5 Assist the Assistant Superintendent with oral and written communications.
- _____ 6 Serve as a liaison between community agencies and the School District.
- _____ 7 Create, compile and edit reports.
- _____ 8 Assist in presentations at meetings and conferences upon request.
- _____ 9 Maintain confidentiality and neutrality regarding information related to investigations of personnel and students.
- _____ 10 Follow adopted policies and procedures in accordance with School Board priorities.
- _____ 11 Conduct oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
- _____ 12 Establish and implement a comprehensive safety program for the District.
- _____ 13 Keep accurate and up to date records for investigative and safety matters.
- _____ 14 Perform other duties as assigned.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 15 Demonstrate initiative in the performance of assigned responsibilities.
- _____ 16 Use effective, positive interpersonal communication skills.
- _____ 17 Report to work punctually and regularly.
- _____ 18 Display appropriate work ethics.
- _____ 19 Follow school district policies and procedures.

3. SYSTEM SUPPORT

- _____ 20 Coordinate and conduct meetings and training sessions with school personnel.
- _____ 21 Assist with investigation of school related complaints.
- _____ 22 Facilitate safety inspections and information dissemination as required by supervisor.
- _____ 23 Maintain positive relationship with outside agencies.
- _____ 24 Represent the School Board in an appropriate manner.
- _____ 25 Prepare all required reports and maintain all appropriate records.

SAFETY / INVESTIGATIONS COORDINATOR (Continued)

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 26 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.
- _____ 27 _____
- _____ 28 _____
- _____ 29 _____
- _____ 30 _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 31 The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 32 The accurate and timely filing of all school reports.
- _____ 33 The completion of required professional development services.
- _____ 34 _____
- _____ 35 _____

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)