

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
ESE EMPLOYMENT SPECIALIST

1. SERVICE DELIVERY

- _____ 1 Facilitate the delivery of prescribed work experience curriculum to student identified for the program.
- _____ 2 Assist in evaluating each student upon entry and monitoring progress using instruments provided.
- _____ 3 Recommend books and materials necessary for implementing program curriculum.
- _____ 4 Provide individualized instruction to each student in those areas where weaknesses are diagnosed.
- _____ 5 Establish individual files on each student that contain entry and program evaluation; classroom and on the job attendance; disciplinary records; and employer job performance evaluations.
- _____ 6 Develop, maintain and utilize a community resource file.
- _____ 7 Develop job training plans for each student.
- _____ 8 Facilitate job placements by contacting local business owners or agency directors in order to provide them with information on the goals and objectives of the ESE/Work Experience Program.

2. INTER/INTRA-AGENCY COMMUNICATION AND DELIVERY

- _____ 9 Maintain records and reports in auditable form under the supervision of the classroom teacher.
- _____ 10 Treat students and adults with consideration and respect.
- _____ 11 Encourage students to perform at the highest possible level.
- _____ 12 Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
- _____ 13 Use classroom management techniques conducive to an effective classroom environment.
- _____ 14 Assist in maintaining positive relationships among the school, parents, and business partnerships.
- _____ 15 Communicate effectively orally and in writing.
- _____ 16 Collaborate with peers to create quality instructional environment.
- _____ 17 Participate in training programs and inservice.
- _____ 18 Assist peers in acquiring knowledge and understanding of particular area of responsibility.
- _____ 19 Use effective, positive interpersonal skills.
- _____ 20 Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 21 Maintain a clean and orderly environment for students.
- _____ 22 Manage time efficiently.
- _____ 23 Perform assigned clerical and bookkeeping duties.
- _____ 24 Prepare and maintain requested/required reports and records.
- _____ 25 Work closely with teacher and other professionals.
- _____ 26 Demonstrate support for teamwork.
- _____ 27 Maintain confidentiality regarding student information.
- _____ 28 Demonstrate integrity through ethical behavior.
- _____ 29 Perform job responsibilities in a timely and consistent manner.
- _____ 30 Exhibit attention to punctuality, attendance, accuracy, and thoroughness.

3. SYSTEM SUPPORT

- _____ 31 Provide student supervision as assigned, following appropriate training.
- _____ 32 Assist the teacher in completing requirements for grade reporting, scheduling, conferences, and recording results.
- _____ 33 Assist students with personal hygiene, health and safety issues, or grooming if required.
- _____ 34 Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.
- _____ 35 Participate in all required pre-service and post-service activities.
- _____ 36 Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.

ESE EMPLOYMENT SPECIALIST (Continued)

- _____ 37 Perform other incidental tasks consistent with the goals and objectives of this position.
- _____ 38 Perform other duties as assigned.

4. STUDENT GROWTH AND ACHIEVEMENT

- _____ 39 Ensure that actions contribute to continuous growth and achievement appropriate for student program classification.
- _____ 40 Collect and maintain individual diagnostic information, attendance, discipline records, and employer's job performance evaluation.

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)