SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
PRE-KINDERGARTEN EDUCATION / TRAINING COORDINATOR

1. PLANNING / PREPARATION

_____ 1. Oversee the development and maintenance of a master calendar for all pre-kindergarten staff development activities.

_____ 2. Establish goals and objectives for training programs and projects related to the District's pre-kindergarten instructional program.

_____ 3. Plan and develop inservice programs and activities for teachers, students and families.

_____ 4. Establish short- and long-range plans based on pre-kindergarten student needs, District, state and federal requirements.

2. ADMINISTRATIVE / MANAGEMENT

_____ 5. Manage the process of budgeting for resources to meet identified pre-kindergarten training needs and plans.

_____ 6. Assist in the development of administrative guidelines for pre-kindergarten staff development.

_____ 7. Assist in the development of policies for pre-kindergarten staff development.

_____ 8. Assist pre-kindergarten staff in keeping up-to-date and well-informed about issues and changes in assigned areas of responsibility.

_____ 9. Implement, monitor and evaluate the education component of the pre-kindergarten program.

3. ASSESSMENT / EVALUATION

_____ 10. Establish and implement procedures to periodically evaluate staff development activities and to make modifications as appropriate.

_____ 11. Provide leadership for conducting periodic assessment of training needs for pre-kindergarten administrative, instructional, non-instructional and support personnel throughout the District.

_____ 12. Access student records on a need-to-know basis and protect their confidentiality.

4. INTERVENTION / DIRECT SERVICES

_____ 13. Provide assistance to schools and departments in designing, scheduling and delivering appropriate pre-kindergarten staff development activities.

_____ 14. Serve as a resource person to personnel concerning professional growth and development and related staff development activities.

_____ 15. Select, preview, evaluate and disseminate recent and relevant professional and educational materials.

5. COLLABORATION

_____ 16. Participate in planning and implementing pre-kindergarten curriculum initiatives to assure inservice support.

_____ 17. Collaborate with other pre-kindergarten personnel as scheduled.

_____ 18. Collaborate with other departments and divisions.

PRE-KINDERGARTEN EDUCATION / TRAINING COORDINATOR (Continued)

6. *STAFF DEVELOPMENT*

_____ 19. Train staff development deliverers and administrators.
_____ 20. Assist teachers with the development of appropriate instructional learning activities that will complement their lesson plans.
_____ 21. Promote and support professional development for self and others.
_____ 22. Provide instructional staff training in the areas of curriculum, child growth and development, record keeping, student assessment and other related areas.

7. *PROFESSIONAL RESPONSIBILITIES*

_____ 23. Use effective communication strategies to interact with a variety of audiences.
_____ 24. Set high standards and expectations for self and others.
_____ 25. Submit accurate reports in a timely manner and maintain all appropriate records.
_____ 26. Keep abreast of latest research relating to pre-kindergarten student needs.
_____ 27. Perform other duties as assigned.

8. *STUDENT GROWTH / ACHIEVEMENT*

INDICATORS

_____ 28. Implement pre-kindergarten education / training programs in a manner which ensures that student growth / achievement is continuous and appropriate for age group and / or student program classification.
_____ 29. _____
_____ 30. _____
_____ 31. _____

9. *ASSESSMENT AND OTHER SERVICES*

_____ 32. The use of the adopted performance appraisal systems for instructional and other employees.
_____ 33. The accurate and timely filing of all school reports
_____ 34. The completion of required professional development services.
_____ 35. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
_____ 36. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

PRE-KINDERGARTEN EDUCATION / TRAINING COORDINATOR (Continued)

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DATA COLLECTION CODES

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O -- Observed   **I – Clearly Indicated**
C -- Collected Data   **NE – Not Evident**

<center>

INTERACTION DATES

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Formal Observations   **Informal Observations**

_____**(Date)**   _____**(Date)**

_____**(Date)**   _____**(Date)**

_____**(Date)**   _____**(Date)**

_____**(Signature of Evaluator / Date)**