

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**PRE-KINDERGARTEN PROGRAM COORDINATOR**

**1. PLANNING / PREPARATION**

- \_\_\_\_\_ 1. Monitor and maintain accurate and required financial and informational reports and records related to all pre-kindergarten programs to ensure compliance provisions of projects and grants.
- \_\_\_\_\_ 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. Supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in pre-kindergarten programs.
- \_\_\_\_\_ 5. Review materials and participate in activities designed to develop expertise in the implementation of prescribed pre-kindergarten curricular experiences.

**2. ADMINISTRATIVE / MANAGEMENT**

- \_\_\_\_\_ 6. Maintain a working relationship with all appropriate governmental agencies.
- \_\_\_\_\_ 7. Use effective communication strategies to interact with a variety of audiences.
- \_\_\_\_\_ 8. Respond to inquiries and concerns in a timely manner.
- \_\_\_\_\_ 9. Ensure information exchange, coordination of efforts and articulation of programs and services by working closely with school administrators.
- \_\_\_\_\_ 10. Participate, as needed, in the recruitment, selection, placement and appraisal of school-based instructional personnel.
- \_\_\_\_\_ 11. Participate in community interagency and advisory committees collaboration efforts.
- \_\_\_\_\_ 12. Organize registration of students into the pre-kindergarten programs, in conjunction with the diagnostic center, for screening and determining qualifications of children for pre-kindergarten programs.
- \_\_\_\_\_ 13. Write and submit annual reports to all appropriate agencies.

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 14. Assist in the development, implementation and evaluation of staff development activities.
- \_\_\_\_\_ 15. Assist in the coordinating and conducting of inservice for the pre-kindergarten teachers, instructional staff and parents of the children.
- \_\_\_\_\_ 16. Set high standards and expectations for self and others.
- \_\_\_\_\_ 17. Keep up-to-date and well informed about trends and best practices in assigned area.
- \_\_\_\_\_ 18. Maintain a network of peer contacts through professional organizations.
- \_\_\_\_\_ 19. Promote and support the professional growth of self and others.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 20. Prepare, submit and monitor the budget for pre-kindergarten.
- \_\_\_\_\_ 21. Support the development of key concepts and expected outcomes for all areas of the pre-kindergarten curriculum.
- \_\_\_\_\_ 22. Complete, in a timely manner, all required reports for local, state and federal educational agencies.
- \_\_\_\_\_ 23. Monitor pre-kindergarten grant-funded program expenditures.

**PRE-KINDERGARTEN PROGRAM COORDINATOR (Continued)**

- \_\_\_\_\_ 24. Maintain and monitor all required records and files.
- \_\_\_\_\_ 25. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \_\_\_\_\_ 26. Develop positive District / community relations and act as a liaison between the District and community in assigned area.
- \_\_\_\_\_ 27. Make and share decisions in a timely manner.
- \_\_\_\_\_ 28. Perform other duties as assigned.

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 29. Encourage the establishment of innovative teaching techniques with improvement of learning as the expected outcome.
- \_\_\_\_\_ 30. Coordinate all program services to provide the most effective program for children.
- \_\_\_\_\_ 31. Assist in the coordination and delivery of educational, social, medical, child care and other needs of the pre-kindergarten children in the program.
- \_\_\_\_\_ 32. Initiate and oversee social services for families when necessary.
- \_\_\_\_\_ 33. Provide supervision for all District staff assigned to pre-kindergarten program functions.

**6. WORKSITE SERVICE STANDARDS****INDICATORS**

- \_\_\_\_\_ 34. 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.
- \_\_\_\_\_ 35. Ensure that ESE students are placed in the least restrictive environment.
- \_\_\_\_\_ 36. \_\_\_\_\_

**7. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 37. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 38. The accurate and timely filing of all school reports
- \_\_\_\_\_ 39. The completion of required professional development services.
- \_\_\_\_\_ 40. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- \_\_\_\_\_ 41. \_\_\_\_\_

PRE-KINDERGARTEN PROGRAM COORDINATOR (Continued)

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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)