

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
ADMINISTRATOR ON SPECIAL ASSIGNMENT

1. SERVICE DELIVERY

- _____ 1. Manage and implement the assigned program.
- _____ 2. Prepare and monitor the program budget.
- _____ 3. Coordinate special activities related to assigned program.
- _____ 4. Assist in identifying, acquiring, and accounting for program materials and equipment.
- _____ 5. Assist schools in program implementation.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 6. Serve as District-level liaison with state, local agency, and schools for the assigned program and related activities.
- _____ 7. Coordinate with community resources and service agencies as appropriate.
- _____ 8. Serve on councils and committees related to the assignment.
- _____ 9. Act as a resource person and provide technical assistance for program implementation.
- _____ 10. Develop and disseminate program information.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 11. Develop and maintain a thorough knowledge of the assigned program and any related policies, rules, or laws.
- _____ 12. Provide inservice for school and / or District personnel in specified program areas.
- _____ 13. Attend conferences, meetings, and workshops to enhance program knowledge for effective program implementation.
- _____ 14. Promote and support professional growth and development for self and others.

4. SYSTEMIC FUNCTIONS

- _____ 15. Prepare and submit all required reports in a timely manner and maintain all appropriate records.
- _____ 16. Demonstrate support for the District's goals and priorities.
- _____ 17. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- _____ 18. Keep the Deputy Superintendent and other appropriate personnel informed about potential problems, unusual events, or opportunities for improvement.
- _____ 19. Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 20. Provide leadership, oversight and direction for the assigned program.
- _____ 21. Provide leadership for the planning, implementation, and evaluation of the program.
- _____ 22. Model and maintain high standards of professional conduct.
- _____ 23. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- _____ 24. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.

ADMINISTRATOR ON SPECIAL ASSIGNMENT (Continued)

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 25. 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.
- _____ 26. _____
- _____ 27. _____
- _____ 28. _____
- _____ 29. _____

7. PERFORMANCE ASSESSMENT SERVICES

- _____ 30. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 31. The accurate and timely filing of all school reports.
- _____ 32. The completion of required professional development services.
- _____ 33. _____
- _____ 34. _____

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)