

**SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM**

**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES AND STAFF
DEVELOPMENT**

1. SERVICE DELIVERY

- _____ 1 Oversee investigations in matters of possible violations of the Professional Code of Ethics and make recommendations to the Superintendent regarding appropriate employment action / discipline.
- _____ 2 Handle personnel grievances.
- _____ 3 Assure that all staff development information, records and materials are correct and disseminate as appropriate.
- _____ 4 Plan, organize and implement training activities and programs for all District initiatives.
- _____ 5 Develop, keep current and implement the Gadsden District Human Resource Management and Development System (HRMD) for the Districts preparing new principals program.
- _____ 6 Plan, organize, schedule, provide and coordinate the two-year training process for the HRMD core training applicants.
- _____ 7 Provide training in the use of the HRMD program for principals, directors, supervisors, coordinators and any other appropriate personnel.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 8 Maintain regular liaison with the State Department of Education and other agencies concerned with employee relations and staff development.
- _____ 9 Assist in interpreting Florida statutes, State Board of Education rules, Gadsden County School Board policy to employees and the community.
- _____ 10 Interpret staff development programs, objectives, and needs to the District staff, School Board, principals, school facilities, civic and parent groups, teacher training institutions and others.
- _____ 11 Plan with directors, principals, teachers and other personnel to establish training needs for local schools and future goals for all personnel.
- _____ 12 Arrange for training activities for administrators directors, and other staff personnel based on their identified professional growth needs or the District established priorities.
- _____ 13 Develop and keep current the program for certifying substitute teachers for the District and arrange for the necessary training activities.
- _____ 14 Coordinate the training initiatives of all other District personnel (e.g., directors, school personnel, parents, etc.) through the record keeping process.
- _____ 15 Develop, keep current and implement the Gadsden District Professional Orientation Plan (to include the state competencies) for beginning teachers.
- _____ 16 Coordinate the National Board Certification (NBC) process and work closely with teachers who enter the rigorous process which includes extensive professional growth experiences for the applicants.

**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES
AND STAFF DEVELOPMENT (Continued)**

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 17 Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation, and labor relations case laws concerned with collective bargaining and employee relations.
- _____ 18 Coordinate inservice training for management in contract administration and grievance procedures.
- _____ 19 Assist in the implementation of the Gadsden County Human Resources Management Development System.
- _____ 20 Promote and support professional development for self and others.
- _____ 21 Attend meetings and conferences that promote professional growth and will benefit the District.
- _____ 22 Develop a training budget for allocated funds based on the prioritized needs of the District.
- _____ 23 Coordinate the revision of the personnel assessment forms, submit annual updates to the State Department of Education and provide appropriate training in the use of the instruments for applicable personnel.
- _____ 24 Provide the necessary training to appropriate personnel to assist with proper implementation of the professional development system.
- _____ 25 Receive, disseminate to directors, collect, sign, return to universities the appropriate forms and keep records of student teachers on file for future reference.
- _____ 26 Plan celebrations for teachers who complete the NBC process and appropriate recognition for those who actually receive national board certification.
- _____ 27 Coordinate the pre-service program in the District by working with District directors and colleges and universities personnel to provide field experiences for student teachers within the District.
- _____ 28 Develop, keep updated and present annually to the School Board, the Gadsden District Master Plan for Staff Development.
- _____ 29 Provide training on the annual update for the Master Plan to directors, principals, curriculum coordinators, school facilities and others as needed.
- _____ 30 Conduct annual evaluations of the Master Plan for Staff Development as it relates, and revise as necessary to better meet the needs of the District.
- _____ 31 Conduct annual evaluations of the HRMD program and revise process as necessary.
- _____ 32 Conduct annual evaluations of the professional development plan process.

4. SYSTEMIC FUNCTIONS

- _____ 33 Assist the Superintendent in developing and implementing procedures to comply with regulations and policies adopted by the School Board, with particular attention to those related to collective bargaining.
- _____ 34 Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- _____ 35 Prepare or oversee the preparation of all required reports and maintain all required records.
- _____ 36 Demonstrate support for the District's goals and priorities.
- _____ 37 Keep the Deputy Superintendent and other appropriate personnel informed about potential problems, unusual events, or opportunities for improvement.
- _____ 38 Perform other duties as assigned.

**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES
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5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 39 Assist the Superintendent in the formulation and implementation of strategic planning.
- _____ 40 Serve on the Superintendent’s Executive Leadership Team.
- _____ 41 Model and maintain high standards of professional conduct.
- _____ 42 Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- _____ 43 Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- _____ 44 Facilitate problem solving by groups or individuals.
- _____ 45 Work with secretary for the department to develop and set guidelines for record keeping procedures for training records of all personnel.
- _____ 46 Establish goals and objectives for training programs and projects for District-wide initiatives.
- _____ 47 Develop guidelines for the use of training funds and monitor the proper use of funding through the record keeping process.
- _____ 48 Develop, keep current and monitor the appropriate use of the Gadsden District Professional Development System in connection with the use of training funds.
- _____ 49 Set criteria for participation in the HRMD program, arrange for the screening activities, and select persons for the program based on criteria.
- _____ 50 Provide opportunity for qualifying persons to document competencies necessary for principal certification under the supervision of trained, competent principals.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 51 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.
- _____ 52 _____
- _____ 53 _____
- _____ 54 _____
- _____ 55 _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 56 The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 57 The accurate and timely filing of all school reports.
- _____ 58 The completion of required professional development services.
- _____ 59 _____
- _____ 60 _____

**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES
AND STAFF DEVELOPMENT (Continued)**

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)**