

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
ESOL PROGRAM ASSISTANT

1. SERVICE DELIVERY

- 1. Interview students and document pertinent personal data and educational background.
2. Administer appropriate tests to students.
3. Notify classroom teachers of students' test results and LEP status.
4. Maintain ESOL Program / LEP Student Plan files.
5. Coordinate translation / interpretation of services.
6. Maintain a record of teachers in ESOL inservice training.
7. Type documents, letters, reports, and memoranda.
8. Duplicate materials.
9. Distribute appropriate materials to the schools.
10. Pick up and distribute office mail.
11. Inventory and order office supplies.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- 12. Maintain confidentiality in daily work.
13. Present a positive attitude at work with students, parents, and staff.
14. Be in daily attendance, be punctual, and work consistently and effectively.
15. Report student data accurately.
16. Be a LEP student advocate.
17. Keep supervisor informed of potential problems or unusual events.
18. Be knowledgeable of current legislative and DOE mandates / memoranda.

3. SYSTEM SUPPORT

- 19. Review LEP student records and communicate with appropriate school personnel about the records when necessary.
20. Monitor LEP student database entries including attendance and discipline records.
21. Serve as liaison between the LEP students' families and the schools.
22. Coordinate student services with the PAEC Migrant Program.
23. Prepare all required reports and maintain all appropriate records.
24. Demonstrate support for the School District and its goals and priorities.
25. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- 26. 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.
27.
28.
29.

ESOL PROGRAM ASSISTANT (Continued)

_____ 30. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 31. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 32. The accurate and timely filing of all school reports
- _____ 33. The completion of required professional development services.
- _____ 34. _____
- _____ 35. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)

_____ (Date)

_____ (Date)

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)