

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
NURSING PROGRAM COORDINATOR

1. INSTRUCTIONAL PROGRAM MANAGEMENT / DEVELOPMENT

- _____ 1. Monitor scope and sequence of curriculum offered at schools to ensure that student growth / achievement is continuous and appropriate for age group and subject program classification.
- _____ 2. Assist in the systematic evaluation of the curriculum with teachers.
- _____ 3. Assist the faculty in revising the curriculum in the areas needed.
- _____ 4. Assist and encourage the faculty in preparing visual aides.
- _____ 5. Assist in evaluating books for student and library use.
- _____ 6. Assist in evaluating audio visuals and computer software for students and faculty.

2. PERSONNEL ACTION SERVICES

- _____ 7. Supervise and evaluate Practical Nursing teachers in their teaching and clinical roles.
- _____ 8. Assign teachers to class groups and to specific hospital assignments, if necessary.
- _____ 9. Participate in training to continue improvement of professional knowledge and skills.
- _____ 10. Interview candidates for positions at the school and make recommendations for employment, as required.
- _____ 11. Assist in orientation of new teaching personnel.
- _____ 12. Coordinate the staff development program at school site.
- _____ 13. Provide input to the principal in the evaluation of instructional personnel.

3. SCHOOL OPERATIONS / DELIVERY SYSTEMS

- _____ 14. Coordinate master scheduling for students' clinical experiences.
- _____ 15. Act as a liaison between administration, faculty and hospital personnel.
- _____ 16. Assist in setting policies for the Practical Nursing program.
- _____ 17. Meet with the Principal in preparing the budget and assisting in ordering equipment.

4. STUDENT SUPPORT SERVICES

- _____ 18. Counsel with students in the Practical Nursing program, as needed, because of absences, grades and clinical ability and advise the Principal of possible difficulties.
- _____ 19. Consult with the Principal concerning those students who have been recommended for withdrawal from the program.
- _____ 20. Assist in evaluation and placement of the re-entry and transfer of students into the program and chair the Practical Nursing Faculty Academic Affairs Committee.
- _____ 21. Assist teachers to ensure that individual student educational and developmental needs are addressed.

5. PERSONAL / PROFESSIONAL EMPLOYEE QUALITIES

- _____ 22. Model and maintain high standards of professional conduct.
- _____ 23. Consider different perspectives, alternative options and consequences of each in making decisions.
- _____ 24. Use effective and positive interpersonal communication skills.
- _____ 25. Complete all required reports and maintain all appropriate records.
- _____ 26. Perform other duties as assigned.

NURSING PROGRAM COORDINATOR (Continued)

6. LEADERSHIP

- _____ 27. Provide leadership in the design, development, implementation, monitoring and evaluation of curriculum.
- _____ 28. Assist in the building of teams to accomplish plans, goals and priorities.
- _____ 29. Coordinate and attend facility meetings with other institutions whose students use the same facilities.
- _____ 30. Coordinate communication involving the Practical Nursing program, including reports from State Board of Nursing, SAC and Department of Education with assistance from the faculty.
- _____ 31. Coordinate Advisory Committee meetings for the Practical Nursing department, preparation of the agendas and assignment of a secretary so that the minutes are taken.
- _____ 32. Perform the duties and responsibilities of department head as outlined in the Gadsden Technical Institute Handbook.

7. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 33. 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.
- _____ 34. _____
- _____ 35. _____
- _____ 36. _____
- _____ 37. _____

8. ASSESSMENT AND OTHER SERVICES

- _____ 39. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 40. The accurate and timely filing of all school reports
- _____ 41. The completion of required professional development services.
- _____ 42. _____
- _____ 43. _____

NURSING PROGRAM COORDINATOR (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)