

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
DIRECTOR OF VOCATIONAL AND ADULT EDUCATION

1. SERVICE DELIVERY

- _____ 1. Organize and supervise the vocational / applied technology education program of the District.
- _____ 2. Monitor the vocational education program for compliance with all governing rules and regulations and report all infractions to the Superintendent.
- _____ 3. Review all requests for vocational education textbooks and instructional supplies and make recommendations for purchase.
- _____ 4. Administer the adult education program pursuant to provisions of Florida School laws, State Board of Education regulations, and School Board policies.
- _____ 5. Coordinate the writing and submission of grants and other funding proposals.
- _____ 6. Collect and report data required by the District or state, such as Placement and Follow-up reports, Carl Perkins grant reports, and Gold Seal Endorsement data.
- _____ 7. Supervise and monitor special fund expenditures, such as federal or state grants and equipment replacement and repair funds.
- _____ 8. Coordinate Tech Prep and School-to-Work programs.
- _____ 9. Develop, organize, and coordinate community education programs and activities.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 10. Disseminate and interpret information on curriculum and District, state, and federal initiatives.
- _____ 11. Organize county groups to provide for effective revision and articulation of the county vocational educational instructional programs.
- _____ 12. Assist school curriculum coordinators in developing and implementing the vocational education instructional program.
- _____ 13. Work with post-secondary institutions to develop articulation agreements.
- _____ 14. Work closely with advisory councils to maintain effective, up-to-date, applied technology programs.
- _____ 15. Consult with business and community groups on educational and training needs.
- _____ 16. Serve as District liaison with the Florida Department of Education on matters related to vocational and adult / community education.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 17. Assist in the development, implementation, and evaluation of staff development activities related to vocational and adult education.
- _____ 18. Maintain a network of peer contacts through professional organizations.
- _____ 19. Keep abreast of current trends and changes in vocational and adult education, including related laws, rules, and policies.
- _____ 20. Assist principals and District-level administrators in understanding and keeping abreast of trends and developments in vocational and adult education.
- _____ 21. Promote and support professional development for self and others.

DIRECTOR OF VOCATIONAL AND ADULT EDUCATION (Continued)

4. SYSTEMIC FUNCTIONS

- _____ 22. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- _____ 23. Plan for the timely replacement of instructional equipment.
- _____ 24. Prepare all required reports and maintain all appropriate records.
- _____ 25. Demonstrate support for District goals and priorities.
- _____ 26. Serve as a program consultant to school personnel with assistance in the identification of program needs, selection of appropriate materials and equipment, and in selection of effective teaching strategies.
- _____ 27. Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- _____ 28. Assist in the development of administrative guidelines and policies for vocational / applied technology programs.
- _____ 29. Assist in maintaining appropriate coordination between applied technology programs and other programs.
- _____ 30. Provide input in the planning, modification, and construction of school facilities.
- _____ 31. Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 32. Provide leadership and direction for the planning, implementation, and evaluation of vocational / applied technology and adult education programs and activities.
- _____ 33. Demonstrate initiative in recognizing needs, problems, or potential for improvement and take appropriate action.
- _____ 34. Model and maintain high standards of professional conduct.
- _____ 35. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- _____ 36. Contribute to District planning activities, including providing input into short- and long-term goals and objectives, budget, and use of resources.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 37. 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.
- _____ 38. _____
- _____ 39. _____
- _____ 40. _____
- _____ 41. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 42. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 43. The accurate and timely filing of all school reports
- _____ 44. The completion of required professional development services.
- _____ 45. _____
- _____ 46. _____

DIRECTOR OF VOCATIONAL AND ADULT EDUCATION (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)