

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

1. SERVICE DELIVERY

- _____ 1 Assist in providing leadership to the AmeriCorps members and staff to successfully complete program objectives.
- _____ 2 Assist in the management and implementation of the AmeriCorps Gadsden Reads Program.
- _____ 3 Coordinate and plan activities for AmeriCorps Gadsden Reads members and site coordinators.
- _____ 4 Assist in the preparation of long-range plans for AmeriCorps Gadsden Reads.
- _____ 5 Assist schools in the implementation of the AmeriCorps Gadsden Reads Program.
- _____ 6 Communicate, through meetings and written material, information that will keep staff and members informed of AmeriCorps Gadsden policies, procedures, changes and updates.
- _____ 7 Collect documentation for the required program reports.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 8 Provide reports and data in a timely manner to the AmeriCorps Program Director.
- _____ 9 Meet with principals, HOSTS Facilitators, and other school personnel to share information and address issues.
- _____ 10 Coordinate with community resources and service agencies as appropriate.
- _____ 11 Develop and disseminate program information.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 12 Develop and maintain a thorough knowledge of the AmeriCorps Gadsden Reads Program and any related policies, rules, or laws.
- _____ 13 Demonstrate support for District's goals and priorities.
- _____ 14 Attend professional development training as needed.
- _____ 15 Promote and support professional development for self and others.

4. SYSTEMIC FUNCTIONS

- _____ 16 Prepare documentation for required reports.
- _____ 17 Keep AmeriCorps Program Director informed about potential problems and unusual events.
- _____ 18 Assist in the recruitment and hiring of all AmeriCorps members and site coordinators.
- _____ 19 Assist in the orientation of new AmeriCorps personnel.
- _____ 20 Provide input to the AmeriCorps Program Director in the evaluation of AmeriCorps members and site coordinators.
- _____ 21 Coordinate member development activities.
- _____ 22 Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 23 Model and maintain high standards of professional conduct.
- _____ 24 Demonstrate initiative in recognizing need or potential for improvement and take appropriate action.

AMERICORPS PROGRAM COORDINATOR (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. ASSESSMENT AND OTHER 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)