

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

1. SERVICE DELIVERY

- _____ 1 Manage and implement all aspects of the AmeriCorps Gadsden Reads Program.
- _____ 2 Prepare and monitor the program budget.
- _____ 3 Coordinate and plan staff and member activities.
- _____ 4 Assist in the preparation of long-range plans for AmeriCorps Gadsden Reads.
- _____ 5 Communicate, through meetings and written material, information that will keep staff and members informed of AmeriCorps Gadsden policies, procedures, changes, and updates.
- _____ 6 Ensure that AmeriCorps Gadsden Reads meets its program objectives.
- _____ 7 Supervise and evaluate AmeriCorps Gadsden Reads members and staff.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 8 Provide reports in a timely manner to overseeing agencies.
- _____ 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 quarterly program director's meeting to enhance program knowledge for effective program implementation.
- _____ 15 Promote and support professional development for self and others.

4. SYSTEMIC FUNCTIONS

- _____ 17 Prepare required reports and maintain appropriate records.
- _____ 18 Keep immediate supervisor and other personnel informed about potential problems and unusual events.
- _____ 19 Recruit, interview, and hire all AmeriCorps members and staff.
- _____ 20 Coordinate an annual orientation for members and staff.
- _____ 21 Maintain and organize personnel file for AmeriCorps members.
- _____ 22 Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 23 Provide leadership to AmeriCorps Gadsden members and staff.
- _____ 24 Model and maintain high standards of professional conduct.
- _____ 25 Demonstrate initiative in recognizing need or potential for improvement and take appropriate action.

AMERICORPS PROGRAM DIRECTOR (Continued)

6. 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 _____
- _____ 30 _____

7. 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

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)