

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**COORDINATOR – COMMUNITIES IN SCHOOLS**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ (1) Mobilize financial and human resources to support Communities in Schools Program
- \_\_\_\_\_ (2) Select and train all management team staff
- \_\_\_\_\_ (3) Negotiate agency agreements
- \_\_\_\_\_ (4) Establish and maintain appropriate linkages with school district and social service agency personnel
- \_\_\_\_\_ (5) Serve as liaison for parents between the schools, community, District, and the Florida Department of Education.
- \_\_\_\_\_ (6) Submit reports to appropriate state office
- \_\_\_\_\_ (7) Present and carry out operational and strategic plans
- \_\_\_\_\_ (8) Establish and maintain clear documentation of all program correspondence and reports

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ (9) Oversee coordination of all student and family services from repositioned staff
- \_\_\_\_\_ (10) Establish and maintain productive working relationship with members of the board of directors
- \_\_\_\_\_ (11) Serve as community contact for interpreting FCAT, Florida Writes, and other test results to parents.
- \_\_\_\_\_ (12) Assist schools in communicating with parents through home visits.
- \_\_\_\_\_ (13) Provide assistance in channeling information throughout the District as it pertains to parents and the community.
- \_\_\_\_\_ (14) Implement management information/evaluation system
- \_\_\_\_\_ (15) Assist school principals in developing, improving and implementing parent services.
- \_\_\_\_\_ (16) Maintain contact and a working relationship with outside agencies.
- \_\_\_\_\_ (17) Develop partnerships with local business and service groups to advance student learning by involving community members in school volunteer programs.
- \_\_\_\_\_ (18) Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education (literacy).

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ (19) Attend conferences to keep abreast of changes.
- \_\_\_\_\_ (20) Keep well informed of current trends in curriculum areas.
- \_\_\_\_\_ (21) Provide inservice training opportunities for school personnel to increase school/parent communication and involvement.
- \_\_\_\_\_ (22) Set high standards for self and others.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ (23) Work with Board of directors to develop and implement a multi-year resource development plan focusing on diversified resources
- \_\_\_\_\_ (24) Establish and maintain appropriate linkages with media representatives
- \_\_\_\_\_ (25) Present the Communities in Schools mission, vision, and initiatives within the community
- \_\_\_\_\_ (26) Set up awards programs for CTBS, FCAT, Florida Writes, etc.
- \_\_\_\_\_ (27) Provide schools with written communication for parents (Spanish and English versions)
- \_\_\_\_\_ (28) Assist the Board with development and implementation of a public relations plan
- \_\_\_\_\_ (29) Hold group meetings with parents to help them deal with problems and individual needs of their children.
- \_\_\_\_\_ (30) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \_\_\_\_\_ (31) Perform other duties as assigned.

COORDINATOR – COMMUNITIES IN SCHOOLS (Continued)

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ (32) Provide workshops/training for school advisory councils.
- \_\_\_\_\_ (33) Prepare proposals and applications to potential funding sources
- \_\_\_\_\_ (34) Oversee financial management system to ensure effective fiscal management

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 35. 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.
- \_\_\_\_\_ 36. \_\_\_\_\_
- \_\_\_\_\_ 37. \_\_\_\_\_
- \_\_\_\_\_ 38. \_\_\_\_\_
- \_\_\_\_\_ 39. \_\_\_\_\_

**7. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 40. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 41. The accurate and timely filing of all school reports
- \_\_\_\_\_ 42. The completion of required professional development services.
- \_\_\_\_\_ 43. \_\_\_\_\_
- \_\_\_\_\_ 44. \_\_\_\_\_

COORDINATOR – COMMUNITIES IN SCHOOLS (Continued)

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**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)