

**SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
PRE-KINDERGARTEN PROGRAM ASSISTANT**

1. SERVICE DELIVERY

- _____ 1. Assist teacher in implementing, monitoring and evaluating the Education and Early Childhood Development services of the pre-kindergarten program according to Performance Standards and program policies and procedures.
- _____ 2. Assist in providing services for the transitioning of pre-kindergarten children to kindergarten.
- _____ 3. Coordinate the acquisition of materials and equipment for contracted sites.
- _____ 4. Assist with the preparation of materials for use in the program.
- _____ 5. Assist in providing individual and small group instruction in learning activities.
- _____ 6. Assist in providing health and family services to the children and families participating in the Pre-Kindergarten program.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 7. Participate in inservice training.
- _____ 8. Maintain a courteous and professional manner.
- _____ 9. Maintain confidentiality.
- _____ 10. Use positive, effective interpersonal communication skills.
- _____ 11. Adhere to high standards of punctuality and regular attendance.

3. SYSTEM SUPPORT

- _____ 12. Provide clerical support for the pre-kindergarten program.
- _____ 13. Assist in maintaining financial records.
- _____ 14. Prepare periodic reports as required.
- _____ 15. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 16. 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.
- _____ 17. _____
- _____ 18. _____
- _____ 19. _____
- _____ 20. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 21. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 22. The accurate and timely filing of all school reports
- _____ 23. The completion of required professional development services.

PRE-KINDERGARTEN PROGRAM ASSISTANT (Continued)

____ 24. _____
____ 25. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

____ (Date)
____ (Date)
____ (Date)

Informal Observations

____ (Date)
____ (Date)
____ (Date)

____ (Signature of Evaluator / Date)