SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
MATHEMATICS PROGRAM SPECIALIST

1. SERVICE DELIVERY

_____ 1. Provide site-based training in conducting and participating in professional learning communities.

_____ 2. Provide direct support to schools, classrooms, and teachers through personal visitation/observation, demonstration teaching and training in transformational reform best practices.

_____ 3. Provide leadership in planning and implementing a variety of extended opportunities for student learning and recognition.

_____ 4. Provide reports, as required, to the principal, Turnaround Office, or Differentiated Accountability team.

_____ 5. Identify and disseminate information to teachers regarding best transformational practices in classroom instruction, assessment, technology, equity, and staff development.

_____ 6. Participate fully in professional development and facilitate the transformation of research-based knowledge into useful tools for integration into the transformation reform process.

_____ 7. Assist instructional coaches and teachers in planning, sequencing, and scaffolding of instruction.

_____ 8. Facilitate the integration of mathematics skills/strategies and technology into reading, language arts, social studies, science, mathematics, and elective-level courses.

_____ 9. Serve as a member of school literacy leadership teams.

_____ 10. Provide community and parent training in embedding mathematics instruction in the home.

_____ 11. Develop a written plan for each School Improvement Grant school.

_____ 12. Develop a professional development program linked to mathematics for each School Improvement Grant school.

_____ 13. Provide continual support to classroom teachers and principals according to each school's written intervention plan.

_____ 14. Monitor progress of implementation activities and progress toward instructional activities on a monthly basis.

2. EMPLOYEE QUALITIES/RESPONSIBILITES

_____ 15. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.

_____ 16. Identify potential problems and issues and take appropriate action to address them.

_____ 17. Facilitate problem-solving by individuals and groups.

_____ 18. Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.

_____ 19. Model high standards of professional conduct.

3. SYSTEM SUPPORT

_____ 20. Serve on special task forces and advisory groups.

_____ 21. Support instructional initiatives required to support improved academic achievement.

_____ 22. Participate in cooperative long-range planning with School Improvement Planning teams.

_____ 23. Serve as a liaison between the principal and the Turnaround Office.

_____ 24. Facilitate the collaboration between teachers, teams, and parents.

_____ 25. Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities of other members of the department during peak periods or when there is an overload of duties.

MATHEMATICS PROGRAM SPECIALIST (Continued)

4. *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, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

_____ _____
_____ _____
_____ _____
_____ _____

5. *ASSESSMENT AND OTHER SERVICES*

_____ 27. Develop leadership in subordinates.
_____ 28. Assist in the administration and interpretation of mathematics progress monitoring and diagnostics and keep accurate records of the scores.
_____ 29. Assist in formal and informal assessments and interpretation of the results.
_____ 30. Assist in the review of student mathematics portfolios.
_____ 31. Serve as a liaison to outside agencies in order to articulate the transformational reform model in order to articulate the mission of the district.
_____ 32. Establish assessment procedures in collaboration with other Program Specialists, school personnel, and district staff.
_____ 33. Perform other duties as assigned.

_____ _____
_____ _____

DATA COLLECTION CODES

O -- Observed   **I – Clearly Indicated**
C -- Collected Data   **NE – Not Evident**

INTERACTION DATES

Formal Observations   **Informal Observations**

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Signature of Evaluator / Date)