SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
AMERICAN RESCUE PLAN (ARP) PROJECT MANAGER

1. SERVICE DELIVERY

1 Manage and implement all aspects of the American Rescue Plan (ARP).
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 the American Rescue Plan.
5 Communicate, through meetings and written material, information that will keep staff and members informed of AmeriCorps Gadsden policies, procedures, changes, and updates.

2. INTERAGENCY COMMUNICATION AND DELIVERY

6 Provide reports in a timely manner to overseeing agencies.
7 Meet with district staff, principals, and other school personnel to share information and address issues.
8 Coordinate with community resources and service agencies as appropriate.
9 Develop and disseminate program information.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

11 Develop and maintain a thorough knowledge of the American Rescue Plan
12 Gadsden Reads Program and any related policies, rules, or laws.
13 Demonstrate support for District's goals and priorities.
14 Attend all conference calls and meetings to enhance program knowledge for effective program implementation.
15 Promote and support professional development for self and others.

4. SYSTEMIC FUNCTIONS

16 Prepare and submit all reports in a timely manner and maintain appropriate records.
17 Keep immediate supervisor and other personnel informed about potential problems and unusual events.
18 Assist the Superintendent and professional staff in planning the wise utilization of funds available.
19 Keep immediate supervisor and other appropriate persons informed about potential problems, etc.
20 Maintain and organize appropriate records.
21 Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

22 Model and maintain high standards of professional conduct.
23 Contribute to department planning activities, including short and long term goals, budgets, resources.
24 Demonstrate initiative in recognizing need or potential for improvement and take appropriate action.

AMERICAN RESCUE PLAN (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, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

_____26 _____

_____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 reports.

_____33 The completion of required professional development services.

_____34 _____

_____35 _____

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)**