

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**

**TEACHER**

**1. PLANNING / PREPARATION**

- \_\_\_\_\_ 1. Create or select long-range plans based on a review of District and state curriculum priorities, student profiles, and instructional profiles.
- \_\_\_\_\_ 2. Define goals and objectives for unit and daily plans.
- \_\_\_\_\_ 3. Sequence content and activities appropriately.
- \_\_\_\_\_ 4. Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
- \_\_\_\_\_ 5. Revise plans based on student needs.
- \_\_\_\_\_ 6. Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
- \_\_\_\_\_ 7. Develop or select instructional activities which foster active involvement of students in the learning process.
- \_\_\_\_\_ 8. Plan and prepare lessons and instructional strategies which support the school improvement plan and the District mission.
- \_\_\_\_\_ 9. Select, develop, modify, and / or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds, and special needs.

**2. ADMINISTRATIVE / MANAGEMENT**

- \_\_\_\_\_ 10. Establish and maintain effective and efficient record keeping procedures.
- \_\_\_\_\_ 11. Manage time effectively.
- \_\_\_\_\_ 12. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
- \_\_\_\_\_ 13. Manage materials and equipment effectively.
- \_\_\_\_\_ 14. Organize materials for efficient distribution and collection.
- \_\_\_\_\_ 15. Instruct and supervise the work of volunteers and aides when assigned.
- \_\_\_\_\_ 16. Assist in enforcement of school rules, administrative regulations, and School Board policies.
- \_\_\_\_\_ 17. Use technology resources effectively.
- \_\_\_\_\_ 18. Establish and maintain a positive, organized, and safe learning environment.
- \_\_\_\_\_ 19. Maintain a clean, attractive learning environment.
- \_\_\_\_\_ 20. Establish and use behavior management techniques which are appropriate and effective.
- \_\_\_\_\_ 21. Establish routines and procedures and work with students on consistently following them.
- \_\_\_\_\_ 22. Create a learning climate that is challenging yet non-threatening.
- \_\_\_\_\_ 23. Maintain instructional momentum with smooth and efficient transitions from one activity to another.

**3. ASSESSMENT / EVALUATION**

- \_\_\_\_\_ 24. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
- \_\_\_\_\_ 25. Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation.
- \_\_\_\_\_ 26. Use ongoing assessment to monitor student progress, verify that learning is occurring, and adjust curriculum and instruction.
- \_\_\_\_\_ 27. Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.

**TEACHER** (Continued)

- \_\_\_\_\_ 28. Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents, and professional colleagues who need access to the information.
- \_\_\_\_\_ 29. Encourage self-assessment by students and assist them in developing plans for improving their performance.
- \_\_\_\_\_ 30. Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.
- \_\_\_\_\_ 31. Evaluate the effectiveness of instructional units and teaching strategies.

**4. INTERVENTION / DIRECT SERVICES**

- \_\_\_\_\_ 32. Demonstrate knowledge and understanding of curriculum content.
- \_\_\_\_\_ 33. Communicate high expectations for learning for all students.
- \_\_\_\_\_ 34. Apply principles of learning and effective teaching in instructional delivery.
- \_\_\_\_\_ 35. Monitor learning activities, providing feedback and reinforcement to students.
- \_\_\_\_\_ 36. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- \_\_\_\_\_ 37. Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.
- \_\_\_\_\_ 38. Use appropriate materials, technology, and resources to help meet learning needs of all students.
- \_\_\_\_\_ 39. Assist students in accessing, interpreting, and evaluating information from multiple sources.
- \_\_\_\_\_ 40. Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
- \_\_\_\_\_ 41. Provide quality work for students which is focused on meaningful, relevant, and engaging learning experiences.
- \_\_\_\_\_ 42. Provide instruction on safety procedures and proper handling of materials and equipment.
- \_\_\_\_\_ 43. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others, by role modeling and learning activities.
- \_\_\_\_\_ 44. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

**5. COLLABORATION**

- \_\_\_\_\_ 45. Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- \_\_\_\_\_ 46. Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student needs.
- \_\_\_\_\_ 47. Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- \_\_\_\_\_ 48. Work with other teachers in curriculum development, special activities, and sharing ideas and resources.

**6. STAFF DEVELOPMENT**

- \_\_\_\_\_ 49. Engage in continuing improvement of professional knowledge and skills.
- \_\_\_\_\_ 50. Assist others in acquiring knowledge and understanding of particular area of responsibility.
- \_\_\_\_\_ 51. Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.
- \_\_\_\_\_ 52. Establish and implement an Individual Professional Development Plan.

## TEACHER (Continued)

**7. PROFESSIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 53. Model professional and ethical conduct and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- \_\_\_\_\_ 54. Perform all professional responsibilities.
- \_\_\_\_\_ 55. Prepare required reports and maintain all appropriate records.
- \_\_\_\_\_ 56. Maintain confidentiality of student and other professional information.
- \_\_\_\_\_ 57. Comply with policies, procedures, and programs.
- \_\_\_\_\_ 58. Exercise appropriate professional judgment.
- \_\_\_\_\_ 59. Support school improvement initiatives by active participation in school activities, services, and programs.
- \_\_\_\_\_ 60. Perform other duties as assigned.

**8. STUDENT GROWTH / ACHIEVEMENT****INDICATORS**

- \_\_\_\_\_ 61. Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- \_\_\_\_\_ 62. Maintain academic focus by using a variety of motivational techniques.
- \_\_\_\_\_ 63. Ensure that student growth / achievement is continuous and appropriate for age group, subject area, and / or student program classification..
- \_\_\_\_\_ 64. Establish and maintain a positive, collaborative relationship with students' families to increase student achievement.
- \_\_\_\_\_ 65. \_\_\_\_\_

**9. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 66. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 67. The accurate and timely filing of all school reports
- \_\_\_\_\_ 68. The completion of required professional development services.
- \_\_\_\_\_ 69. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- \_\_\_\_\_ 70. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

TEACHER (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)