

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

PROGRAM SPECIALIST TITLE I

1. SERVICE DELIVERY

- _____ 1. Implement Title I program to ensure compliance with provisions of the grant(s)
- _____ 2. Establish and maintain financial records as necessary for program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
- _____ 3. Assist with the preparation and submission of reports and evaluations as required and in a timely fashion.
- _____ 4. Follow-up and resolve findings of external auditors, including system improvement plans
- _____ 5. Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.
- _____ 6. Assist with implementation and evaluation of innovative curriculum and instructional techniques provided to students served in Title I programs.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 7. Maintain a positive working relationship with all appropriate governmental agencies and district personnel.
- _____ 8. Use effective communication strategies to interact with a variety of audiences.
- _____ 9. Respond to inquiries and concerns in a timely manner.
- _____ 10. Ensure information exchange, coordination of efforts and articulation of program and services by working closely with school administrators.
- _____ 11. Act as a resource person and provide technical assistance for preparation of grant applications and interpreting program guidelines.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 12. Assist in the development, implementation and evaluation of staff development activities.
- _____ 13. Set high standards and expectations for self and others
- _____ 14. Stay up-to-date and well-informed about trends and best practices in assigned area.
- _____ 15. Maintain a network of peer contacts through professional organizations.
- _____ 16. Promote and support the professional growth of self and others.
- _____ 17. Develop and maintain a thorough knowledge of state, federal and project regulations and guidelines.

4. SYSTEMIC FUNCTIONS

- _____ 18. Implement Title I projects.
- _____ 19. Recommend the establishment or elimination of programs and services for Title I.
- _____ 20. Present at workshops, as necessary.
- _____ 21. Assist supervisor in wise utilization of Title I funds.
- _____ 22. Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies, and equipment.
- _____ 23. Prepare all required reports in a timely manner and maintain all appropriate records and inventories.
- _____ 24. Keep supervisor informed about possible problems, upcoming events, and opportunities.

PROGRAM SPECIALIST TITLE I (Continued)

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 25. Assist with the planning, implementation and evaluation of Title I programs and services.
- _____ 26. Assist in maintaining appropriate coordination between Title I programs and other programs.
- _____ 27. Assist principals, as necessary, in the recruitment, selection, placement, and appraisal of personnel.
- _____ 28. Model and maintain high standards of professional conduct.
- _____ 29. Contribute to planning activities, including short- and long-term goals and use of resources.
- _____ 30. Demonstrate initiative in recognizing needs and/or potential for improvement and take appropriate action.
- _____ 31. Use appropriate interpersonal skills to guide individual and groups to accomplish tasks.
- _____ 32. Facilitate problem-solving.
- _____ 33. Assist in the development of administrative guidelines for Title I programs.

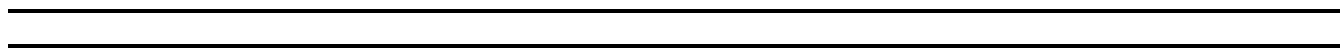
6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 34. 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.
- _____ 35. _____
- _____ 36. _____
- _____ 37. _____
- _____ 38. _____
- _____ 39. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 40. The use of the adopted performance appraisal system 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. _____
- _____ 45. _____



DATA COLLECTION CODES

O – Observed
C – Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)