

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**PROGRAM ASSISTANT – FEDERAL PROGRAMS**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Assist Title I Program Specialist in implementing, monitoring, and evaluating the Title I program.
- \_\_\_\_\_ 2. Assist in providing services for the children receiving supplemental instructional services.
- \_\_\_\_\_ 3. Coordinate the acquisition of materials and equipment for Title I program.
- \_\_\_\_\_ 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 services to the children and families participating in the program.
- \_\_\_\_\_ 7. Assist with the preparation and submission of reports and evaluations as required in a timely fashion.
- \_\_\_\_\_ 8. Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 9. Maintain a positive working relationship with all federal program stakeholders and district personnel.
- \_\_\_\_\_ 10. Act as a resource person and provide technical assistance for programs, as necessary and in collaboration with Title I Program Specialist.
- \_\_\_\_\_ 11. Maintain confidentiality.
- \_\_\_\_\_ 12. Use positive, effective interpersonal communication skills.
- \_\_\_\_\_ 13. Adhere to high standards of punctuality and regular attendance.

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 14. Assist in developing technical assistance and staff development activities.
- \_\_\_\_\_ 15. Set high expectations for self and others.
- \_\_\_\_\_ 16. Stay up-to-date and informed about best practices in assigned area.
- \_\_\_\_\_ 17. Maintain a network of peer contacts through professional organizations.
- \_\_\_\_\_ 18. Promote and support the professional growth of self and others.
- \_\_\_\_\_ 19. Develop a thorough knowledge of Title I regulations and guidelines.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 20. Assist in the implementation of Title I projects.
- \_\_\_\_\_ 21. Present at workshops, as necessary.
- \_\_\_\_\_ 22. Prepare all required reports in a timely manner, with maximum accuracy.
- \_\_\_\_\_ 23. Keep supervisor informed about any possible problems, upcoming events, opportunities.
- \_\_\_\_\_ 24. Maintain all required paperwork and documentation in a complete, neat, organized fashion.

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 25. Assist in maintaining appropriate coordination between Title I programs and services.
- \_\_\_\_\_ 26. Model and maintain high standards of professional conduct.
- \_\_\_\_\_ 27. Contribute to planning activities and use of resources.
- \_\_\_\_\_ 28. Perform other duties as assigned.
- \_\_\_\_\_ 29. Demonstrate initiative in recognizing problems and the potential for resolution.
- \_\_\_\_\_ 30. Facilitate problem-solving.

**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, teammanship 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)