

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

**1. PLANNING / PREPARATION**

- \_\_\_\_\_ 1. Establish short- and long-range plans based on student needs and District and state curriculum requirements.
- \_\_\_\_\_ 2. Select, develop or modify instructional materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
- \_\_\_\_\_ 3. Assist in preparing for changing curriculum needs and continuous improvement.
- \_\_\_\_\_ 4. Assist counselors and other school personnel in identifying potential dropouts, locating actual dropouts and counseling individuals and their parents or guardians about educational programs and / or job placement.

**2. ADMINISTRATIVE / MANAGEMENT**

- \_\_\_\_\_ 5. Maintain a positive, organized and safe learning environment.
- \_\_\_\_\_ 6. Manage materials, equipment and time in an effective manner.
- \_\_\_\_\_ 7. Establish and maintain effective and efficient record keeping procedures.
- \_\_\_\_\_ 8. Use appropriate student behavior management techniques.
- \_\_\_\_\_ 9. Assist in enforcement of school rules, administrative regulations and School Board policies.
- \_\_\_\_\_ 10. Provide instruction in employability skills.
- \_\_\_\_\_ 11. Coordinate career education services.
- \_\_\_\_\_ 12. Identify and assist students desiring job placement.
- \_\_\_\_\_ 13. Prepare and disseminate lists of job openings and public agencies concerned with employment.
- \_\_\_\_\_ 14. Develop and maintain an operational career educational information center.

**3. ASSESSMENT / EVALUATION**

- \_\_\_\_\_ 15. Develop and use assessment strategies to assist students.
- \_\_\_\_\_ 16. Interpret and use data for diagnosis, planning and evaluation.
- \_\_\_\_\_ 17. Assist in conducting follow-up studies and surveys of students completing or leaving school.
- \_\_\_\_\_ 18. Assist with the planning and implementation of the vocational testing program.

**4. INTERVENTION / DIRECT SERVICES**

- \_\_\_\_\_ 19. Use appropriate materials, technology and resources to help meet learning needs of students.
- \_\_\_\_\_ 20. Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- \_\_\_\_\_ 21. Provide instruction on safety procedures and proper handling of materials and equipment.
- \_\_\_\_\_ 22. Recognize overt indicators of student stress or abuse and take appropriate intervention, referral or reporting action.
- \_\_\_\_\_ 23. Serve as a liaison between the school and employees.
- \_\_\_\_\_ 24. Perform exit interviews.

**5. COLLABORATION**

- \_\_\_\_\_ 25. Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- \_\_\_\_\_ 26. Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- \_\_\_\_\_ 27. Assist teachers in planning and implementing career education activities.

**OCCUPATIONAL SPECIALIST (Continued)**

- \_\_\_\_\_ 28. Provide information to the business community regarding students trained and available for part-time, full-time, temporary or permanent employment.
- \_\_\_\_\_ 29. Promote public relations between schools, public agencies and the community.
- \_\_\_\_\_ 30. Assist with recruiting efforts for vocational programs.

**6. STAFF DEVELOPMENT**

- \_\_\_\_\_ 31. Assist others in acquiring knowledge and understanding of area of responsibility.
- \_\_\_\_\_ 32. Engage in continuing improvement of professional knowledge and skills.

**7. PROFESSIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 33. Adhere to ethical standards of the education profession.
- \_\_\_\_\_ 34. Perform and fulfill all professional responsibilities.
- \_\_\_\_\_ 35. Perform other duties as assigned.

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

- \_\_\_\_\_ 36. Ensure that student growth / achievement is continuous and appropriate for age group, subject area and / or student program classification.
- \_\_\_\_\_ 37. \_\_\_\_\_
- \_\_\_\_\_ 38. \_\_\_\_\_

**9. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 39. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 40. The accurate and timely filing of all school reports
- \_\_\_\_\_ 41. The completion of required professional development services.
- \_\_\_\_\_ 42. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- \_\_\_\_\_ 43. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

OCCUPATIONAL SPECIALIST (Continued)

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DATA COLLECTION CODES

O -- Observed  
C -- Collected Data

I -- Clearly Indicated  
NE -- Not Evident

INTERACTION DATES

Formal Observations

\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)

Informal Observations

\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Date)

\_\_\_\_\_  
\_\_\_\_\_ (Signature of Evaluator / Date)