

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

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Prepare and monitor the budget for all assigned areas.
- \_\_\_\_\_ 2. Monitor and maintain accurate and required financial and informational reports and records to ensure compliance provisions of projects and grants.
- \_\_\_\_\_ 3. Assist in the assessment, coordination and delivery of ongoing services (training, school-based, programmatic) of school and District personnel.
- \_\_\_\_\_ 4. Assist in facilitating and coordinating, when appropriate, information for response to fact-finding inquiries, mediation or complaints.
- \_\_\_\_\_ 5. Coordinate the planning, implementation, articulation and evaluation of assigned areas of responsibility.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 6. Serve as a resource person to interpret services offered to school personnel and the community.
- \_\_\_\_\_ 7. Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- \_\_\_\_\_ 8. Maintain a close working relationship with District-based and school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
- \_\_\_\_\_ 9. Represent the District in various community committees and activities.

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 10. Assist in the development, implementation and evaluation of staff development activities.
- \_\_\_\_\_ 11. Assist in the coordinating and conducting of inservice.
- \_\_\_\_\_ 12. Set high standards and expectations for self and others.
- \_\_\_\_\_ 13. Keep up-to-date and well informed about trends and best practices in assigned areas.
- \_\_\_\_\_ 14. Maintain a network of peer contacts through professional organizations.
- \_\_\_\_\_ 15. Promote and support the professional growth of self and others.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 16. Evaluate offerings in specialty areas and assist in developing short- and long-range plans.
- \_\_\_\_\_ 17. Provide input to appropriate personnel regarding upcoming plans, program coordination and service area developments.
- \_\_\_\_\_ 18. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \_\_\_\_\_ 19. Prepare all required reports and maintain all appropriate records.
- \_\_\_\_\_ 20. Perform other duties as assigned.

SUPERVISOR (Continued)

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 21. Supervise compliance with all local, state and federal policies, laws, rules and regulations related to the assigned area.
- \_\_\_\_\_ 22. Assist in the development of activities designed to achieve priority goals identified through the District’s planning process.
- \_\_\_\_\_ 23. Provide leadership, direction and coordination of initiatives which support the vision and mission of the District and the enhancement of student learning.

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 24. 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.
- \_\_\_\_\_ 25. \_\_\_\_\_
- \_\_\_\_\_ 26. \_\_\_\_\_
- \_\_\_\_\_ 27. \_\_\_\_\_
- \_\_\_\_\_ 28. \_\_\_\_\_

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 29. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 30. The accurate and timely filing of all school reports
- \_\_\_\_\_ 31. The completion of required professional development services.
- \_\_\_\_\_ 32. \_\_\_\_\_
- \_\_\_\_\_ 33. \_\_\_\_\_

**SUPERVISOR** (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)