SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
AREA DIRECTOR - ELEMENTARY EDUCATION

1. SERVICE DELIVERY

1) _____ Assist school principals in supervising, developing and implementing the district's instructional program
2) _____ Oversee the formulation of school improvement plans of assigned schools
3) _____ Monitor progress of implementation of school improvement plans and provide assistance upon request of the principal
4) _____ Coordinate and assist with the adoption, development, revision, and publication of instructional program materials
5) _____ Review student assignment procedures, organizational patterns and scheduling of staff and students at elementary and secondary schools
6) _____ Routinely visit assigned schools, including classrooms
7) _____ Coordinate AdvancED - SACS accreditation activities for assigned schools
8) _____ Recommend and coordinate program of instruction for assigned schools
9) _____ Manage and monitor grant budgets as assigned
10) _____ Coordinate special projects as needed
11) _____ Provide assistance for the implementation of the district's Pupil Progression Plan
12) _____ Assist in coordination of regularly scheduled principals' meetings
13) _____ Assist in the development of the district's Strategic Plan and Code of Student Conduct

2. INTERAGENCY COMMUNICATION AND DELIVERY

14) _____ Serve as liaison between assigned schools, the district, and the Florida Department of Education
15) _____ Coordinate and collaborate with other district-level staff to ensure consistency of purpose and practice
16) _____ Meet regularly with school principals
17) _____ Interact with community agencies as necessary or appropriate
18) _____ Assist in maintaining appropriate coordination among the basic instructional program and various special programs
19) _____ Collaborate as needed with district charter schools

3. PROFESSIONAL GROWTH AND IMPROVEMENT

20) _____ Keep well informed about current trends in elementary and secondary education
21) _____ Assist in the development, implementation, and evaluation of staff development activities
22) _____ Promote and support professional development for self and others
23) _____ Attend meetings and conferences which promote professional growth that will benefit the district

4. SYSTEMIC FUNCTIONS

24) _____ Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
25) _____ Prepare or oversee the preparation of all required reports and maintain all required records.
26) _____ Serve on district committees as assigned.
27) _____ Assist in interviewing and recommending personnel.
28) _____ Assist in the interpretation of policies, programs, and goals to staff and the public.
29) _____ Provide input for the development of the district's budget.
30) _____ Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

31) _____Provide leadership and direction for the planning, development, implementation, and evaluation of the district's instructional program.
32) _____Assist assigned schools in resolving problems and satisfactorily addressing complaints.
33) _____Provide leadership to school administrators in matters of emerging curriculum / instructional issues.
34) _____Model and maintain high standards of professional conduct.
35) _____Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
36) _____Use appropriate interpersonal styles and methods to guide individuals or groups to task accomplishment.
37) _____Assist in the development of administrative guidelines for schools.

6. WORKSITE SERVICE STANDARDS

INDICATORS

38) _____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.
39) _____
40)_____
41) _____
42) _____

7. ASSESSMENT AND OTHER SERVICES

43) _____The use of the adopted performance appraisal systems for instructional and other employees.
44) _____The accurate and timely filing of all school reports.
45) _____The completion of required professional development services.
46) _____ _____
47) _____ _____

AREA DIRECTOR - ELEMENTARY EDUCATION (Continued)

DATA COLLECTION CODES

O -- Observed   **I – Clearly Indicated**
C -- Collected Data   **NE – Not Evident**

INTERACTION DATES

Formal Observations   **Informal Observations**

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Signature of Evaluator / Date)