

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

AMERICORPS SITE COORDINATOR

1. SERVICE DELIVERY

- _____ (1) Answer telephone, screen calls, schedule appointments, prepare correspondence, type purchase orders, open all mail and respond or forward to appropriate person, order office supplies and data entry as needed.
- _____ (2) Oversee the confidential fax machine.
- _____ (3) Clock in all leave forms and verify complete data of AmeriCorps members.

2. EMPLOYEE QUALITIES/RESPONSIBILITIES

- _____ (4) Maintain confidentiality of student and personnel information as well as District's information.
- _____ (5) Report to work punctually and regularly.
- _____ (6) Exhibit positive attitude toward work and others.
- _____ (7) Maintain sensitivity to internal political changes.

3. SYSTEM SUPPORT

- _____ (8) Provide typing services for AmeriCorps and affiliated programs.
- _____ (9) Attend meetings, conferences and training relative to AmeriCorps and reading intervention programs.
- _____ (10) Prepare contacts for School Board and employees after ratification.
- _____ (11) Coordinate and attend meetings, trainings and conferences as necessary.
- _____ (12) Copy, proof and deliver reports to the district and Volunteer Florida as directed.
- _____ (13) Serve as custodian for all records from partner schools.
- _____ (14) Assist with payroll for all AmeriCorps members by completing, preparing, reviewing, and maintaining all service records and timesheets.
- _____ (15) Type letters and memorandums as directed.
- _____ (16) Perform other duties as assigned

8. STUDENT GROWTH AND OTHER SERVICES

INDICATORS

- _____ (17) The use of the adopted performance appraisal system for instructional and other employees.
- _____ (18) The accurate and timely filing of all school reports.
- _____ (19) The completion of required professional development services.
- _____ (20) _____
- _____ (21) _____

9. ASSESSMENT AND OTHER SERVICES

- _____ (22) The use of the adopted performance appraisal systems for instructional and other employees.
- _____ (23) The accurate and timely filing of all school reports
- _____ (24) The completion of required professional development services.

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)