

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

**ESE SELF-HELP ASSISTANT**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Assist the teacher by helping student dress themselves, eat, perform toileting and personal hygiene such as bathing, brushing teeth, etc.
- \_\_\_\_\_ 2. Assist the teacher in helping students to develop fine motor skills, and socialization skills
- \_\_\_\_\_ 3. Assist the teacher with physical, occupational, and/or music therapy
- \_\_\_\_\_ 4. Provide first aid to students who have seizures or become ill
- \_\_\_\_\_ 5. Assist the teacher with the supervision of students on field trips
- \_\_\_\_\_ 6. Prepare snacks and special food as needed
- \_\_\_\_\_ 7. Assist in maintaining an orderly and safe physical environment
- \_\_\_\_\_ 8. Prepare materials for instructional use
- \_\_\_\_\_ 9. Sanitize classroom materials as needed
- \_\_\_\_\_ 10. Move students in and out of wheelchairs and positioning them as directed by the teacher and/or physical therapist
- \_\_\_\_\_ 11. Assist the teacher with planning and data collection as needed

**2. ADMINISTRATIVE MANAGEMENT**

- \_\_\_\_\_ 12. Manage time efficiently
- \_\_\_\_\_ 13. Provide student supervision, following appropriate training, as assigned
- \_\_\_\_\_ 14. Assist in maintain the security of records, materials and equipment
- \_\_\_\_\_ 15. Assist the teacher in the enforcement of classroom rules

**3. ASSESSMENT/EVALUATION**

- \_\_\_\_\_ 16. Maintain a working knowledge state/federal laws and regulations related to special needs students
- \_\_\_\_\_ 17. Assist the teacher in completing requirements for recording assessment results
- \_\_\_\_\_ 18. Assist, as assigned, in the collection of assessment data from a variety of sources for the alternate assessment of student performance

**4. COLLABORATION**

- \_\_\_\_\_ 19. Work closely with teacher(s) or other professionals
- \_\_\_\_\_ 20. Assist in maintaining positive relationships between the school and parents.
- \_\_\_\_\_ 21. Demonstrate support for teamwork
- \_\_\_\_\_ 22. Collaborate with peers to create a quality learning environment
- \_\_\_\_\_ 23. Communicate effectively orally and in writing

**5. STAFF DEVELOPMENT**

- \_\_\_\_\_ 24. Participate in workshops, conferences, and meetings as assigned
- \_\_\_\_\_ 25. Assist peers in acquiring knowledge and understanding of particular are of responsibility

**6. PROFESSIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 26. Maintain confidentiality regarding student information
- \_\_\_\_\_ 27. Use effective, positive interpersonal skills
- \_\_\_\_\_ 28. Demonstrate integrity through ethical behavior
- \_\_\_\_\_ 29. Perform job responsibilities in a timely and consistent manner
- \_\_\_\_\_ 30. Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly

ESE SELF-HELP ASSISTANT (Continued)

- \_\_\_\_\_ 31. Exhibit attention to punctuality, attendance, accuracy and thoroughness
- \_\_\_\_\_ 32. Perform other duties as assigned

**4. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 33. 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.
- \_\_\_\_\_ 34. \_\_\_\_\_
- \_\_\_\_\_ 35. \_\_\_\_\_
- \_\_\_\_\_ 36. \_\_\_\_\_
- \_\_\_\_\_ 37. \_\_\_\_\_

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 38. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 39. The accurate and timely filing of all school reports
- \_\_\_\_\_ 40. The completion of required professional development services.
- \_\_\_\_\_ 41. \_\_\_\_\_
- \_\_\_\_\_ 42. \_\_\_\_\_

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)