

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

1. SERVICE DELIVERY

- _____ 1. Assist in the monitoring of the budget for all assigned areas.
- _____ 2. Monitor and maintain accurate and required financial and informational reports and records to ensure compliance provisions of program / project and grants.
- _____ 3. Coordinate the assessment, and delivery of ongoing services (training, school-based, programmatic) of school and District personnel.
- _____ 4. Coordinate and facilitate, when appropriate, responses to fact-finding inquiries, mediation or complaints.
- _____ 5. Coordinate the planning, implementation, articulation and evaluation of assigned areas of responsibility.
- _____ 6. Plan, implement and evaluate services and activities unique to the assigned area.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 7. Coordinate program planning to involve staff, 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. Serve as a resource person to interpret services offered to school personnel and the community.
- _____ 10. Represent the District in various community committees and activities.
- _____ 11. Coordinate interaction with other departments and schools on issues relevant to program / project.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 12. Assist in the development, implementation and evaluation of staff development activities.
- _____ 13. Coordinate and conduct inservice.
- _____ 14. Set high standards and expectations for self and others.
- _____ 15. Keep well informed about laws, rules and policies related to areas of responsibility.
- _____ 16. Maintain a network of peer contacts through professional organizations.
- _____ 17. Promote and support the professional growth of self and others.

4. SYSTEMIC FUNCTIONS

- _____ 18. Evaluate offerings in specialty areas and assist in developing short- and long-range plans.
- _____ 19. Provide input to appropriate personnel regarding upcoming plans, program coordination and service area developments.
- _____ 20. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- _____ 21. Prepare all required reports and maintain all appropriate records.
- _____ 22. Perform other duties as assigned.

COORDINATOR (Continued)

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 23. Comply with all local, state and federal policies, laws, rules and regulations related to the assigned area.
- _____ 24. Assist in the development of activities designed to achieve priority goals identified through the District’s planning process.
- _____ 25. Provide coordination of initiatives which support the vision and mission of the District and the enhancement of student learning.
- _____ 26. Demonstrate initiative in the performance of assigned responsibilities.
- _____ 27. Use appropriate styles and methods to motivate, gain commitment, and encourage task accomplishment.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 28. 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.
- _____ 29. _____
- _____ 30. _____
- _____ 31. _____
- _____ 32. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 33. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 34. The accurate and timely filing of all school reports.
- _____ 35. The completion of required professional development services.
- _____ 36. _____
- _____ 37. _____

COORDINATOR (Continued)

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)