

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
DIRECTOR OF RESEARCH, EVALUATION AND POLICY

1. SERVICE DELIVERY

- _____ 1. Direct the authorization, review, and coordination of all District research projects and activities.
- _____ 2. Prepare studies and reports according to District and School Board priorities.
- _____ 3. Recommend research policies and procedures.
- _____ 4. Direct and coordinate the collection, analysis, verification, and interpretation of federal, state, and District required reports for District programs, administrative functions, and student performance.
- _____ 5. Direct, manage, and coordinate all program, special project, grant and contract evaluation activities.
- _____ 6. Assist with the development, monitoring, and evaluation of School Improvement Plans.
- _____ 7. Facilitate the operation of School Improvement Assistance Teams to provide regular assistance to schools.
- _____ 8. Assist with development of job descriptions and evaluation systems.
- _____ 9. Present reports and disseminate information as required by project / grant / contract specifications, the School Board, or school and District administrators, and as needed to support District programs and school improvement planning.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 10. Act as a liaison with District, federal, state, university, and community resources to support ongoing student information, research, and evaluation activities.
- _____ 11. Serve as state and federal contact for program evaluations, research projects and grants, and information requests.
- _____ 12. Work with other Teaching and Learning Leaders, Directors, and Staff Development office in the areas of instructional programs and teaching methodology design and implementation.
- _____ 13. Work cooperatively with other administrators on problems of mutual concern.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 14. Keep abreast of current trends and research in areas of responsibility.
- _____ 15. Participate in workshops, conferences, and meetings to update information and to assist others in keeping current.

4. SYSTEMIC FUNCTIONS

- _____ 16. Provide assistance to the District and School Board in the development, adoption, implementation and updating of Gadsden County School Board Rules.
- _____ 17. Direct and carry out cost center operations, including personnel supervision and appraisal, budgeting, preparing reports and maintaining files.
- _____ 18. Assist with interpretation of Florida Statutes, Florida State Board of Education rules, Gadsden County School Board rules and other regulations pertinent to principals and other personnel.
- _____ 19. Conduct studies related to efficiency and economy in the allocation of human and material resources.
- _____ 20. Review internal procedures and recommend new procedures when required or when new procedures will aid in efficiency or effectiveness.
- _____ 21. Serve on special task forces and advisory groups.
- _____ 22. Direct the planning and preparation of Department of Education required aggregate reports and plan and prepare annual reports for District and schools as related to student and program information.
- _____ 23. Perform other duties as assigned.

DIRECTOR OF RESEARCH, EVALUATION, AND POLICY (Continued)

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 24. Direct the analysis of community and District demographic, geographic, and related data sources to determine short- and long-range needs of the District.
- _____ 25. Provide proactive leadership for departmental functions and activities.
- _____ 26. Serve on the Superintendent’s Executive Leadership Team.
- _____ 27. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- _____ 28. Identify potential problems and issues and take appropriate action to address them.
- _____ 29. Facilitate problem-solving by individuals and groups.
- _____ 30. Model high standards of professional conduct.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 31. 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.
- _____ 32. _____
- _____ 33. _____
- _____ 34. _____
- _____ 35. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 36. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 37. The accurate and timely filing of all school reports
- _____ 38. The completion of required professional development services.
- _____ 39. _____
- _____ 40. _____

DIRECTOR OF RESEARCH, EVALUATION, AND POLICY (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)