

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
PROGRAM SPECIALIST – CHARACTER EDUCATION

1. SERVICE DELIVERY

- _____ 1. Assist in providing leadership for character education program, participating school personnel, district staff, parents, and community organizations.
- _____ 2. Assist in the management of character education.
- _____ 3. Coordinate and plan activities for character education.
- _____ 4. Assist in the preparation of the long-range plan for character education.
- _____ 5. Assist schools and school personnel in the implementation of character education.
- _____ 6. Provide community with information regarding character education activities.
- _____ 7. Collect documentation for required program reports.
- _____ 8. Ensure that character education meets its program objectives and goals.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 9. Provide data and appropriate reports to school personnel and community organizations in a timely manner.
- _____ 10. Meet with school and district personnel, students, parents, and community leaders to share information and address issues.
- _____ 11. Coordinate with community resources and service agencies as appropriate.
- _____ 12. Develop and disseminate program information.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 13. Develop and maintain a thorough knowledge of character education and any related concepts, laws, research and programs.
- _____ 14. Demonstrate support for District's goals and priorities.
- _____ 15. Attend professional development training as needed.

4. SYSTEMIC FUNCTIONS

- _____ 16. Prepare documentation for required reports, charts, etc.
- _____ 17. Keep the Principal informed about problems, concerns and unusual issues.
- _____ 18. Provide input to the Principal in the evaluation of character education objectives and goals.
- _____ 19. Perform other duties as assigned/required.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 20. Model and maintain high standards of professional conduct.
- _____ 21. Demonstrate initiative in recognizing needs or potential improvements; be prepared to take appropriate action.
- _____ 22. Provide leadership to participating school staff and personnel, parents and the community.

PROGRAM SPECIALIST – CHARACTER EDUCATION (Continued)

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 23. 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.
- _____ 24. _____
- _____ 25. _____
- _____ 26. _____
- _____ 27. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 28. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 29. The accurate and timely filing of all school reports
- _____ 30. The completion of required professional development services.
- _____ 31. _____
- _____ 32. _____

PROGRAM SPECIALIST – CHARACTER EDUCATION (Continued)

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)**