

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION

1. SERVICE DELIVERY

- _____ 1. Assure that all due caution and procedures for due process have been afforded the parents of students as it relates to the exceptional student education program.
- _____ 2. Initiate new programs and continuously plan for an expanded program for exceptional students.
- _____ 3. Promote adequate procedures for referral and identification of exceptional students.
- _____ 4. Serve as administrator for the development of all state and federal grants related to exceptional student programs and services.
- _____ 5. Plan with principals in providing appropriate programs and related services for exceptional students.
- _____ 6. Supervise the coordination of transportation for students in county and multi-district programs.
- _____ 7. Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in exceptional student education programs.
- _____ 8. Monitor the articulation of exceptional student education programs.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 9. Supervise the coordination of appropriate Child Find, interagency, and intervention services for all eligible children aged birth to five.
- _____ 10. Provide administration for students participating in multi-district programs.
- _____ 11. Serve as a resource person to interpret exceptional student education and student services programs to school personnel and the community.
- _____ 12. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- _____ 13. Establish and maintain a close working relationship with community and governmental agencies to coordinate exceptional education services to students and families.
- _____ 14. Work closely with federal programs, elementary education and secondary education to ensure coordination of efforts.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 15. Assure the provision of inservice training programs for Exceptional Student Education personnel.
- _____ 16. Keep up-to-date and well-informed about trends and best practices, including changes in statutes, rules, and policies related to Exceptional Student Education.
- _____ 17. Maintain a network of peer contacts through professional organizations.
- _____ 18. Promote and support the professional growth of self and others.
- _____ 19. Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in Exceptional Student Education.

4. SYSTEMIC FUNCTIONS

- _____ 20. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- _____ 21. Assist in projecting F.T.E. and personnel needs for Exceptional Student Education programs.
- _____ 22. Provide input in the planning, modification, and construction of educational facilities.
- _____ 23. Prepare or oversee the preparation of all required reports and maintain all appropriate records.

DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION (Continued)

- _____ 24. Assist in the recruitment, recommendation and supervision of Exceptional Student Education personnel and assess the need for additional personnel.
- _____ 25. Maintain a budget and provide allocations for assigned Exceptional Student Education staff.
- _____ 26. Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 27. Provide leadership and direction for the planning, implementation, and evaluation of Exceptional Student Education programs and services.
- _____ 28. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- _____ 29. Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
- _____ 30. Model and maintain high standards of professional conduct.
- _____ 31. Contribute to District planning activities, including setting goals and objectives and use of resources.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 32. 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.
- _____ 33. _____
- _____ 34. _____
- _____ 35. _____
- _____ 36. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 37. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 38. The accurate and timely filing of all school reports.
- _____ 39. The completion of required professional development services.
- _____ 40. _____
- _____ 41. _____

DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION (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)