

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
COORDINATOR OF ASSESSMENT AND RELATED STUDENT SERVICES

1. SERVICE DELIVERY

- _____ 1. Direct and coordinate state-mandated and District student assessment activities.
- _____ 2. Facilitate school improvement process by providing climate survey materials and results to schools.
- _____ 3. Publish annual data information document.
- _____ 4. Serve as the District's Home Education coordinator.
- _____ 5. Serve as chief examiner for the G.E.D. testing program
- _____ 6. Assist the District and schools in interpreting and using data.
- _____ 7. Assist the Director of Research, Evaluation, and Policy with school improvement, planning, and program evaluation functions.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 8. Provide reports and data in a timely manner.
- _____ 9. Serve as a resource person to the District and schools on matters related to student assessment testing and results.
- _____ 10. Interface with Management Information Systems (MIS) on tasks and products related to student testing.
- _____ 11. Meet with principals, curriculum personnel, and guidance counselors to share information and address issues.
- _____ 12. Interact with Department of Education personnel about student assessment as necessary or appropriate.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 13. Keep abreast of laws, rules, and policies related to test administration.
- _____ 14. Keep abreast of trends and issues in student assessment.
- _____ 15. Provide training for school test coordinators on test administration, test security, and related issues.
- _____ 16. Attend conferences, workshops, or meetings for professional development and which will benefit the District.
- _____ 17. Promote and support professional development for self and others.

4. SYSTEMIC FUNCTIONS

- _____ 18. Participate on District committees as designated.
- _____ 19. Prepare required reports and maintain appropriate records.
- _____ 20. Keep immediate supervisor and other appropriate personnel informed about potential problems and unusual events.
- _____ 21. Serve on Instructional Leadership Team.
- _____ 22. Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 23. Model and maintain high standards of professional conduct.
- _____ 24. Contribute to department planning activities.
- _____ 25. Demonstrate initiative in recognizing needs or potential improvement and take appropriate action.
- _____ 26. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- _____ 27. Facilitate problem-solving by individuals or groups.

COORDINATOR OF ASSESSMENT AND RELATED STUDENT SERVICES (Continued)

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, teammanship 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. _____

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)