

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**PRE-KINDERGARTEN PARENT COORDINATOR**

**1. PLANNING / PREPARATION**

- \_\_\_\_\_ 1. Oversee the development and maintenance of a master calendar for all pre-kindergarten parenting activities.
- \_\_\_\_\_ 2. Establish goals and objectives for parent training programs and projects related to the District's pre-kindergarten instructional program.
- \_\_\_\_\_ 3. Plan and develop a program of experiences and activities which support and enhance the parent's role in their child's education and development.
- \_\_\_\_\_ 4. Establish short- and long-range plans based on pre-kindergarten parent and student needs, and District, state and federal requirements

**2. ADMINISTRATIVE / MANAGEMENT**

- \_\_\_\_\_ 5. Manage the process of budgeting for resources to meet identified pre-kindergarten parent training needs and plans.
- \_\_\_\_\_ 6. Oversee the recruitment, training and scheduling of parent volunteers.
- \_\_\_\_\_ 7. Assist in the development of policies for pre-kindergarten parent involvement.
- \_\_\_\_\_ 8. Assist pre-kindergarten staff in keeping up-to-date and well-informed about issues and changes in laws and regulations relating to parent's rights and responsibilities.
- \_\_\_\_\_ 9. Implement, monitor and evaluate the parent education / involvement component of the pre-kindergarten program.

**3. ASSESSMENT / EVALUATION**

- \_\_\_\_\_ 10. Establish and implement procedures to periodically evaluate parent involvement activities and to make modifications as appropriate.
- \_\_\_\_\_ 11. Assist in conducting periodic assessment of training needs for pre-kindergarten administrative, instructional, non-instructional and support personnel throughout the District to ensure the implementation of a comprehensive well-integrated plan for parent involvement that crosses all service areas.
- \_\_\_\_\_ 12. Access student records on a need-to-know basis and protect their confidentiality.

**4. INTERVENTION / DIRECT SERVICES**

- \_\_\_\_\_ 13. Provide assistance to schools and departments in designing, scheduling and delivering appropriate pre-kindergarten parent involvement activities.
- \_\_\_\_\_ 14. Increase participation of parents in school conferences through home visits, telephone contacts, written correspondence and / or other means.
- \_\_\_\_\_ 15. Serve as a resource person to parents providing them with information, activities and training to enhance their self-development.
- \_\_\_\_\_ 16. Select, preview, evaluate and disseminate recent and relevant professional and educational materials.
- \_\_\_\_\_ 17. Serve as a liaison between the school and parents to interpret school procedures and policies to parents and to explain family circumstances to school personnel.

**PRE-KINDERGARTEN PARENT COORDINATOR (Continued)****5. COLLABORATION**

- \_\_\_\_\_ 18. Participate in planning and implementing pre-kindergarten curriculum initiatives to assure parent involvement program support.
- \_\_\_\_\_ 19. Collaborate with other pre-kindergarten personnel as scheduled.
- \_\_\_\_\_ 20. Collaborate with other departments, divisions, schools and agencies to ensure that parents understand decisions, procedures and meetings that affect their children.
- \_\_\_\_\_ 21. Keep other agency staff apprised of parent issues and assist staff in designing and implementing a comprehensive well-integrated plan for parent involvement that crosses all service areas.

**6. STAFF DEVELOPMENT**

- \_\_\_\_\_ 22. Assist parents with the development of appropriate instructional learning activities that will enhance their role in their child's education and development.
- \_\_\_\_\_ 23. Promote and support professional development for self and others.
- \_\_\_\_\_ 24. Provide instructional staff training in how parent involvement activities augment curriculum, child growth and development, student assessment and other related areas.

**7. PROFESSIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 25. Use effective communication strategies to interact with a variety of audiences.
- \_\_\_\_\_ 26. Set high standards and expectations for self and others.
- \_\_\_\_\_ 27. Submit accurate reports in a timely manner and maintain all appropriate records.
- \_\_\_\_\_ 28. Keep abreast of latest research relating to pre-kindergarten parent and student needs.
- \_\_\_\_\_ 29. Perform other duties as assigned.

**8. STUDENT GROWTH / ACHIEVEMENT****INDICATORS**

- \_\_\_\_\_ 30. Implement pre-kindergarten parent involvement / training programs in a manner which ensures that student growth / achievement is continuous and appropriate for age group and / or student program classification.
- \_\_\_\_\_ 31. Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: results from teacher made tests, state and local criterion and norm-referenced - standardized tests, portfolio assessment, professional team interaction and analysis reports, student discipline records, and others as deemed appropriate by the District and / or required by statutes or adopted curriculum standards.
- \_\_\_\_\_ 32. \_\_\_\_\_
- \_\_\_\_\_ 33. \_\_\_\_\_

**9. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 34. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 35. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 36. The completion of required professional development services.
- \_\_\_\_\_ 37. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- \_\_\_\_\_ 38. \_\_\_\_\_

PRE-KINDERGARTEN PARENT COORDINATOR (Continued)

\_\_\_\_\_ 39. \_\_\_\_\_  
\_\_\_\_\_ 40. \_\_\_\_\_

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)