

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SPECIAL NEEDS COORDINATOR

1. PLANNING / PREPARATION

- _____ 1. Plan and develop programs and services for students and adults who are single parent / displaced homemakers and single pregnant women which will enroll them in high wage training programs that will lead to economic self-sufficiency for these heads of households.
- _____ 2. Establish short- and long-range plans based on student / adult and their family needs and District, state and federal requirements.
- _____ 3. Plan intervention strategies that are clearly related to identified needs.

2. ADMINISTRATIVE / MANAGEMENT

- _____ 4. Use appropriate technology effectively.
- _____ 5. Maintain accurate and current file of community agencies and contact persons.
- _____ 6. Demonstrate organizational skills, establish priorities and plan for contingencies.
- _____ 7. Prepare and maintain records and referrals.
- _____ 8. Interpret policies, programs and procedures related to participation in non-traditional vocational courses which lead to high skill / high wage careers.
- _____ 9. Recruit program funds from grant writing and community proposals.
- _____ 10. Recruit job Business Partners from community.
- _____ 11. Recruit employers to be involved in on-going internship programs.

3. ASSESSMENT / EVALUATION

- _____ 12. Screen applicants for financial need, based on Florida Income Eligibility Guidelines.
- _____ 13. Assess suitability of applicants selected for training through vocational testing and vocational counseling prior to participants enrolling in vocational program.
- _____ 14. Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
- _____ 15. Access client records on a need-to-know basis and protect their confidentiality.

4. INTERVENTION / DIRECT SERVICES

- _____ 16. Use appropriate intervention and service coordination techniques that address the specific needs of the student / adult.
- _____ 17. Provide program orientation sessions, presentations to community agencies, schools, neighborhood action groups, etc., to increase general awareness and increase enrollment in program.
- _____ 18. Provide on-going employability skills training for all program participants.
- _____ 19. Teach employability skills interactive curriculum (grades 9 to adult).
- _____ 20. Recruit potential adult clients for vocational training.
- _____ 21. Assist all participants in job search for up to six (6) months following successful completion of course of study.

SPECIAL NEEDS COORDINATOR (Continued)**5. COLLABORATION**

- _____ 22. Facilitate enrollment of non-English speaking applicants through liaison with varied ESOL based programs specific to Gadsden County.
- _____ 23. Work closely with WAGES, Child and Family Services, and other community-based organizations to ensure program participant potential is maximized and that there is no duplication of service.
- _____ 24. Facilitate service delivery by home visits, telephone calls and other contacts.
- _____ 25. Monitor progress of enrolled participants by maintaining contact with instructors and students to assist in overcoming any barriers to on-going learning that might arise.

6. STAFF DEVELOPMENT

- _____ 26. Initiate and participate in inservice training and research relevant to position.
- _____ 27. Demonstrate professional growth and continuous improvement of professional knowledge and skills.

7. PROFESSIONAL RESPONSIBILITIES

- _____ 28. Establish and maintain continuous professional relationships with community and social agencies.
- _____ 29. Keep appointments and follow up on commitments.
- _____ 30. Submit accurate reports in a timely manner and maintain all appropriate records.
- _____ 31. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- _____ 32. Stay abreast of current job market trends and skills required for entry level jobs and the availability of those opportunities in Gadsden County and surrounding counties.
- _____ 33. Perform other duties as assigned.

8. STUDENT GROWTH / ACHIEVEMENT**INDICATORS**

- _____ 34. Conduct services in a manner which ensures that student growth / achievement is continuous and appropriate for age group, subject area and / or student program classification. Indicators may include: case history and follow-up reports, test results, professional team interaction and analysis reports, documented interaction, student discipline records, attendance reports and others deemed appropriate by the District and / or required by adopted curriculum.
- _____ 35. _____

9. 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. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 40. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

SPECIAL NEEDS COORDINATOR (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)