

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**ATTENDANCE ASSISTANT**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Assist in providing leadership and direction for attendance and character programs
- \_\_\_\_\_ 2. Assist in the development and implementation of a proven attendance and character program.
- \_\_\_\_\_ 3. Coordinate and plan activities and strategies that will help students and parents remove barriers to good attendance and character, including home visits and in small-group or one-on-one settings.
- \_\_\_\_\_ 4. Assist in the preparation of the long-range plans for the attendance and character program.
- \_\_\_\_\_ 5. Assist schools and school personnel in the implementation of the attendance and character program.
- \_\_\_\_\_ 6. Provide the school and outside communities, through meetings and written materials, information that will keep school personnel, students, parents and community organizations informed and up-to-date regarding the attendance and character program.
- \_\_\_\_\_ 7. Collect documentation for required program reports.
- \_\_\_\_\_ 8. Ensure that the programs meet their stated outcomes, objectives, and goals and are aligned with the District Strategic Plan and the school's leadership plan for attendance and character.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 9. Provide data and appropriate reports to students, parents, 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, as necessary.

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 13. Develop and maintain a thorough knowledge of effective implementation strategies
- \_\_\_\_\_ 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 and school leadership team informed about problems, concerns and unusual issues.
- \_\_\_\_\_ 18. Provide input to the attendance and character education program about the evaluation of program 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.

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 23. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and

**Attendance Assistant** (Continued)

affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship 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. \_\_\_\_\_

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**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)