

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**EVALUATION COORDINATOR**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Assist in designing and conducting research projects aligned with District initiatives.
- \_\_\_\_\_ 2. Design and conduct program evaluations, including methods and techniques to be used.
- \_\_\_\_\_ 3. Assist in coordinating accountability and school improvement activities.
- \_\_\_\_\_ 4. Analyze and interpret statistical data and train school, program / project staff, and District staff in the analysis, interpretation and use of data for decision making.
- \_\_\_\_\_ 5. Prepare technical reports, results of data analyses, surveys, and procedural manuals.
- \_\_\_\_\_ 6. Prepare formal reports of research and evaluation services.
- \_\_\_\_\_ 7. Assist in the evaluation of grants as needed.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 8. Interpret and present data to varied audiences.
- \_\_\_\_\_ 9. Collaborate with other departments and schools in educational planning, improvement, and evaluation activities.
- \_\_\_\_\_ 10. Maintain contact and interaction with District and state personnel on matters related to assessment, accountability, and program evaluation.
- \_\_\_\_\_ 11. Interpret accountability and school improvement mandates.
- \_\_\_\_\_ 12. Communicate effectively orally and in writing.

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 13. Design and conduct needs assessments.
- \_\_\_\_\_ 14. Collaborate in staff development planning for relevant areas.
- \_\_\_\_\_ 15. Participate in workshops, conferences, and District and state meetings as appropriate.
- \_\_\_\_\_ 16. Keep well-informed and up-to-date about trends and developments in research and evaluation theory and practices.
- \_\_\_\_\_ 17. Keep up-to-date on state mandates and priorities as they relate to assigned responsibilities.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 18. Serve on District committees and task forces in support of District initiatives and priorities.
- \_\_\_\_\_ 19. Maintain appropriate records and documentation of activities and measurement instruments used.
- \_\_\_\_\_ 20. Keep the Director of Research, Evaluation, and Policy informed of potential problems, events of an unusual nature, or pertinent data and facts.
- \_\_\_\_\_ 21. Perform other duties as assigned.

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 22. Maintain and model high standards of professional conduct.
- \_\_\_\_\_ 23. Contribute to department planning activities, including short- and long-term goals, budget, personnel selection, and use of resources.
- \_\_\_\_\_ 24. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.

EVALUATION COORDINATOR (Continued)

- \_\_\_\_\_ 25. Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
- \_\_\_\_\_ 26. Facilitate problem-solving by individuals or groups.

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 27. 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.
- \_\_\_\_\_ 28. \_\_\_\_\_
- \_\_\_\_\_ 29. \_\_\_\_\_
- \_\_\_\_\_ 30. \_\_\_\_\_
- \_\_\_\_\_ 31. \_\_\_\_\_

**7. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 32. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 33. The accurate and timely filing of all school reports
- \_\_\_\_\_ 34. The completion of required professional development services.
- \_\_\_\_\_ 35. \_\_\_\_\_
- \_\_\_\_\_ 36. \_\_\_\_\_

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)