

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**ADULT EDUCATION LITERACY COORDINATOR**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Assist with recruiting efforts for adult programs.
- \_\_\_\_\_ 2. Advise adults about available education programs.
- \_\_\_\_\_ 3. Provide information to the business community about adult education programs.
- \_\_\_\_\_ 4. Identify adults in need of literacy programs.
- \_\_\_\_\_ 5. Assist adult education personnel in selecting and developing curriculum guides and materials.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 6. Work with social and governmental agencies to coordinate District-wide literacy efforts.
- \_\_\_\_\_ 7. Work with social and governmental agencies to arrange adult classes to meet the needs of the community.
- \_\_\_\_\_ 8. Promote public relations between schools, public agencies, and the community.

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 9. Keep abreast of trends and best practices related to adult literacy programs and services.
- \_\_\_\_\_ 10. Assist others in knowledge and understanding of adult literacy.
- \_\_\_\_\_ 11. Attend meetings, workshops, and conferences to enhance skills and knowledge.
- \_\_\_\_\_ 12. Develop and maintain knowledge of federal, state, and other project regulations and guidelines.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 13. Demonstrate support for District and department goals and priorities.
- \_\_\_\_\_ 14. Prepare and submit timely and accurate reports as required.
- \_\_\_\_\_ 15. Maintain all appropriate records.
- \_\_\_\_\_ 16. Keep immediate supervisor and other appropriate persons informed about potential problems, unusual events, or opportunities for improvement.
- \_\_\_\_\_ 17. Perform other duties as assigned.

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 18. Assist the Principal and Director in implementing and evaluating the Adult Education Program.
- \_\_\_\_\_ 19. Assist the Principal and Director in updating the annual Adult Literacy Plan.
- \_\_\_\_\_ 20. Model and maintain high standards of professional conduct.
- \_\_\_\_\_ 21. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- \_\_\_\_\_ 22. Provide leadership in working with others to accomplish tasks.

ADULT EDUCATION LITERACY COORDINATOR (Continued)

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 23. 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.
- \_\_\_\_\_ 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. \_\_\_\_\_

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)