

**SCHOOL DISTRICT OF GADSDEN COUNTY  
SERVICE DEFINITIONS AND DATA COLLECTION FORM  
PRE-KINDERGARTEN PROGRAM SPECIALIST**

**1. PLANNING / PREPARATION**

- \_\_\_\_\_ 1. Established short- and long-range goals on District priorities in curriculum instruction.
- \_\_\_\_\_ 2. Plan and develop curriculum based on current research and best practice.
- \_\_\_\_\_ 3. Select, develop, modify and/or adapt materials and resources which support learning objectives and address student's needs.

**2. ADMINISTRATIVE / MANAGEMENT**

- \_\_\_\_\_ 4. Manage time effectively.
- \_\_\_\_\_ 5. Establish procedures and schedules for the effective delivery of programs and services.
- \_\_\_\_\_ 6. Organize materials and resources for reference and/or distribution.

**3. ASSESSMENT / EVALUATION**

- \_\_\_\_\_ 7. Assist teachers in interpreting student assessment data as a basis for instructional decisions.
- \_\_\_\_\_ 8. Interpret and use data, (including but not limited to test results) for planning and evaluation.
- \_\_\_\_\_ 9. Assist teachers in developing and using appropriate assessment strategies to assist in the continuous development of learning.
- \_\_\_\_\_ 10. Complete VPK Assessment (2 times per year, 3 for POP).

**4. MONITORING**

- \_\_\_\_\_ 11. Complete Classroom Environment Checklist (at the beginning of the year and in Nov/Dec).
- \_\_\_\_\_ 12. Enter assessment data into ChildPlus database (3 times per year) and generate reports to assist teachers in individualizing with students.
- \_\_\_\_\_ 13. Monitor classrooms and complete an Ongoing Monitoring Checklist weekly (including a lesson plan check and a classroom environment/atmosphere & CLASS check)
- \_\_\_\_\_ 14. Conduct Pre/Post CLASS surveys
- \_\_\_\_\_ 15. Disseminate CLASS informational letter to Site Administrator(s).
- \_\_\_\_\_ 16. Conduct CLASS Information Meeting
- \_\_\_\_\_ 17. Create schedule for CLASS observations
- \_\_\_\_\_ 18. Coordinate with HS Director/Director's Assistant to disseminate CLASS protocols and reports
- \_\_\_\_\_ 19. Update CLASS Data in ChildPlus
- \_\_\_\_\_ 20. Meet monthly with Education Team to outline PBC Strategies to address teaching team challenges observed during the CLASS Observation and during weekly classroom monitoring.
- \_\_\_\_\_ 21. Provide Annual CLASS Progress Report
- \_\_\_\_\_ 22. Maintain Annual Recertification as a CLASS Affiliate Trainer and Observer
- \_\_\_\_\_ 23. Complete CLASS Observations and action plans twice a year.
- \_\_\_\_\_ 24. Provide feedback and guidance to teachers in regards to meeting CLASS goals outlined in action plans using Practice Based Coaching strategies.
- \_\_\_\_\_ 25. Monitor ChildPlus database (weekly) to ensure that all deadlines are being met for assessments, parent conferences, home visits, etc.

**5. INTERVENTION / DIRECT SERVICES**

- \_\_\_\_\_ 26. Develop and implement curriculum based on current research and best practices.
- \_\_\_\_\_ 27. Coordinate program design to ensure continuity in Pre-K-12, special and/or regular education.
- \_\_\_\_\_ 28. Collaborate and provide consultant and resource services for District instructional support teams, Principals, and other District personnel.

**PRE-KINDERGARTEN PROGRAM SPECIALIST**

- \_\_\_\_\_ 29. Plan and facilitate staff meetings with instructional staff and conduct in-service training.
- \_\_\_\_\_ 30. Demonstrate successful teaching and learning strategies in the classroom setting, i.e. coaching, modeling, and assisting.
- \_\_\_\_\_ 31. Assist teachers by providing materials and supplies necessary to implement the Big Day curriculum and to meet Head Start/VPK Standards.
- \_\_\_\_\_ 32. Assists in ensuring that student-teacher ratio guidelines are met by providing assistance in the classroom, i.e., holding classes and relieving missing personnel when there is a shortage of capable individuals.
- \_\_\_\_\_ 33. Assist in the registration process with screening
- \_\_\_\_\_ 34. Complete Annual Program Report
- \_\_\_\_\_ 35. Complete Community Assessment

**6. COLLABORATION**

- \_\_\_\_\_ 36. Communicate effectively, orally and in writing, with teachers, administrators and the public.
- \_\_\_\_\_ 37. Interpret instructional programs and goals to District/School personnel and the community.
- \_\_\_\_\_ 38. Collaborate with teachers and other professional in curriculum development special activities, and related initiatives.

**7. STAFF DEVELOPMENT**

- \_\_\_\_\_ 39. Design and implement staff development programs for teachers, administrators, and parents needed by the target population.
- \_\_\_\_\_ 40. Participate in staff development programs to increase knowledge, skills and abilities related to assigned responsibilities.
- \_\_\_\_\_ 41. Attend monthly staff meetings
- \_\_\_\_\_ 42. Review current literature and technical sources of information related to responsibilities.
- \_\_\_\_\_ 43. Provide CLASS Observation Training to Existing and Future Education Team Staff
- \_\_\_\_\_ 44. Plan Head Start/Pre-K Summer Academy

**8. PROFESSIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 45. Follow adopted policies and procedures in accordance with School Board priorities.
- \_\_\_\_\_ 46. Conduct oneself in the best interest of students in accordance with the highest traditions of public education
- \_\_\_\_\_ 47. Model professional and ethical conduct and adhere at all times to the Code of Ethics Principles of Professional Conduct.
- \_\_\_\_\_ 48. Prepare required reports and maintain all appropriate records.
- \_\_\_\_\_ 49. Perform other duties as assigned.

**9. STUDENT GROWTH / ACHIEVEMENT**

**INDICATORS**

- \_\_\_\_\_ 50. Ensure that student growth / achievement is continuous and appropriate for age group subject area, and/or student program classification.

**10. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 51. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 51. The accurate and timely filing of all school reports
- \_\_\_\_\_ 53. The completion of required professional development services.
- \_\_\_\_\_ 54. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- \_\_\_\_\_ 55. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

PRE-KINDERGARTEN PROGRAM SPECIALIST

---

---

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)