

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
DIRECTOR OF HUMAN RESOURCES

1. SERVICE DELIVERY

- _____ (1) Prepare studies and reports according to District and School Board priorities.
- _____ (2) Direct and coordinate the collection, analysis, verification, and interpretation of federal, state, and District required reports for District programs, administrative functions, and student performance.
- _____ (3) Assist with development of job descriptions and evaluation systems.
- _____ (4) Present reports and disseminate information as required by project / grant / contract specifications, the School Board, or school and District administrators, and as needed to support District programs and school improvement planning.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ (5) Act as a liaison with District, federal, state, university, and community resources to support ongoing student information and evaluation activities.
- _____ (6) Serve as state and federal contact for program evaluations, research projects and grants, and information requests.
- _____ (7) Work with other Teaching and Learning Leaders, Directors, and Staff Development office in the areas of instructional programs and teaching methodology design and implementation.
- _____ (8) Work cooperatively with other administrators on problems of mutual concern.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ (9) Keep abreast of current trends and research in areas of responsibility.
- _____ (10) Participate in workshops, conferences, and meetings to update information and to assist others in keeping current.

4. SYSTEMIC FUNCTIONS

- _____ (11) Assist with interpretation of Florida Statutes, Florida State Board of Education rules, Gadsden County School Board rules and other regulations pertinent to principals and other personnel.
- _____ (12) Conduct studies related to efficiency and economy in the allocation of human and material resources.
- _____ (13) Review internal procedures and recommend new procedures when required or when new procedures will aid in efficiency or effectiveness.
- _____ (14) Direct the planning and preparation of Department of Education required aggregate reports and plan and prepare annual reports for District and schools as related to student and program information.
- _____ (15) Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ (16) Direct the analysis of community and District demographic, geographic, and related data sources to determine short- and long-range needs of the District.
- _____ (17) Provide proactive leadership for departmental functions and activities.
- _____ (18) Serve on the Superintendent's Executive Leadership Team.
- _____ (19) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- _____ (20) Identify potential problems and issues and take appropriate action to address them.
- _____ (21) Facilitate problem-solving by individuals and groups.
- _____ (22) Model high standards of professional conduct.

DIRECTOR OF HUMAN RESOURCES (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, teamsmanship 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)