

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
AREA DIRECTOR - SECONDARY EDUCATION

1. SERVICE DELIVERY

- 1) _____ Assist school principals in supervising, developing and implementing the district's instructional program
- 2) _____ Oversee the formulation of school improvement plans of all assigned schools
- 3) _____ Monitor progress of implementation of school improvement plans and provide assistance upon request of the principal
- 4) _____ Coordinate and assist with the adoption, development, revision, and publication of instructional program materials
- 5) _____ Review student assignment procedures, organizational patterns and scheduling of staff and students at assigned schools
- 6) _____ Routinely visit assigned schools, including classrooms
- 7) _____ Coordinate AdvancED - SACS accreditation activities for assigned schools
- 8) _____ Recommend and coordinate program of instruction for assigned schools
- 9) _____ Manage and monitor grant budgets as assigned
- 10) _____ Coordinate special projects as needed
- 11) _____ Provide assistance for the implementation of the district's Pupil Progression Plan
- 12) _____ Assist in coordination of regularly scheduled principal meetings

2. INTERAGENCY COMMUNICATION AND DELIVERY

- 13) _____ Serve as liaison between assigned schools, the district, and the Florida Department of Education
- 14) _____ Coordinate and collaborate with other district-level staff to ensure consistency of purpose and practice
- 15) _____ Meet regularly with principals of assigned schools
- 16) _____ Interact with community agencies as necessary or appropriate
- 17) _____ Assist in maintaining appropriate coordination among the basic instructional program and various special programs
- 18) _____ Collaborate with district charter schools as needed

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- 19) _____ Keep well informed about current trends in secondary education
- 20) _____ Assist in the development, implementation, and evaluation of staff development activities
- 21) _____ Promote and support professional development for self and others
- 22) _____ Attend meetings and conferences which promote professional growth that will benefit the district

4. SYSTEMIC FUNCTIONS

- 23) _____ Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action
- 24) _____ Prepare or oversee the preparation of all required reports and maintain all required records
- 25) _____ Serve on district committees as assigned
- 26) _____ Assist in interviewing and recommending personnel
- 27) _____ Assist in the interpretation of policies, programs, and goals to staff and the public
- 28) _____ Provide input for the development of the district budget
- 29) _____ Perform other duties as assigned

DIRECTOR OF SECONDARY EDUCATION (Continued)

5. LEADERSHIP AND STRATEGIC ORIENTATION

- 30) _____ Provide leadership and direction for the planning, development, implementation, and evaluation of the district's instructional program
- 31) _____ Assist schools in resolving problems and satisfactorily addressing complaints
- 32) _____ Provide leadership to school administrators in matters of emerging curriculum / instructional issues
- 33) _____ Model and maintain high standards of professional conduct
- 34) _____ Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action
- 35) _____ Use appropriate interpersonal styles and methods to guide individuals or groups to task accomplishment
- 36) _____ Assist in the development of administrative guidelines for schools

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 37. 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.
- _____ 38. _____
- _____ 39. _____
- _____ 40. _____
- _____ 41. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 43. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 44. The accurate and timely filing of all school reports
- _____ 45. The completion of required professional development services.
- _____ 46. _____
- _____ 47. _____

DATA COLLECTION CODES

O -- Observed

I – Clearly Indicated

DIRECTOR OF SECONDARY EDUCATION (Continued)

C -- Collected Data

NE – Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)

_____ (Date)

_____ (Date)

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)