

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
DIRECTOR OF PROFESSIONAL LEARNING

1. SERVICE DELIVERY

- 1) _____ Plan, organize and implement training activities and programs for all district initiatives and federal programs
- 2) _____ Plan, organize, schedule, facilitate and coordinate the professional learning programs for employees pursuing school principal certification, new teacher training and/or certification and endorsements
- 3) _____ Facilitate on-line programs such as Edivate, iReady, and other federal interventions for students

2. INTERAGENCY COMMUNICATION AND DELIVERY

- 4) _____ Interpret staff development programs, objectives, and needs to stakeholders as needed
- 5) _____ Collaborate with directors, principals, teachers and other personnel to establish professional needs for schools and future goals for all personnel
- 6) _____ Coordinate professional learning activities for administrators directors, and other staff personnel based on their identified professional growth needs or the District established priorities
- 7) _____ Develop and keep current the program for certifying substitute teachers for the District and arrange for the necessary professional learning activities

3. PROFESSIONAL LEARNING AND IMPROVEMENT

- 8) _____ Develop a professional learning budget for allocated funds based on the prioritized needs of the district and in compliance with program requirements
- 9) _____ Coordinate the revision of the personnel assessment forms, submit annual updates to the State Department of Education and provide appropriate training in the use of the instruments for applicable personnel
- 10) _____ Coordinate the pre-service program in the district by working with the district's area directors and college and university personnel to provide field experiences for student teachers
- 11) _____ Develop and maintain an annual Board approved District Master Plan for professional learning and work with schools in developing school specific annual professional learning plans based on teacher needs.
- 12) _____ Conduct annual evaluations of the professional learning plan and its processes
- 13) _____ Maintain accurate records in the ePDC for staff professional learning plans and/or other professional learning goals

4. SYSTEMIC FUNCTIONS

- 14) _____ Prepare and submit all required reports in an accurate and timely manner; maintain all appropriate records and documentation of all trainings required to remain compliant with program requirements
- 15) _____ Demonstrate support for the district's goals and priorities
- 16) _____ Perform other duties as assigned

5. LEADERSHIP AND STRATEGIC ORIENTATION

- 17) _____ Develop and set guidelines and timelines for record keeping procedures for professional learning records of all personnel
- 18) _____ Establish goals and objectives for professional learning programs and projects for district-wide initiatives
- 19) _____ Develop guidelines for the use of professional learning funds and monitor the proper use of funding through a record keeping and budgeting process
- 20) _____ Make data-based decisions regarding professional learning needed to assist the district in meeting its goals

DIRECTOR OF PROFESSIONAL LEARNING (Continued)

6. WORKSITE SERVICE STANDARDS

INDICATORS

- 21. _____ 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.
- 22. _____
- 23. _____
- 24. _____

7. ASSESSMENT AND OTHER SERVICES

- 25. _____ The use of the adopted performance appraisal systems for instructional and other employees.
- 26. _____ The accurate and timely filing of all school reports
- 27. _____ The completion of required professional development services.
- 28. _____
- 29. _____

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)