SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

PROVISIONAL INSTRUCTOR

1. PLANNING / PREPARATON

_____ 1. Create or select long-range plans based on a review of District and state curriculum priorities, student profiles, and instructional profiles.

_____ 2. Define goals and objectives for unit and daily plans.

_____ 3. Sequence content and activities appropriately

_____ 4. Identify specific intended learning outcomes that are challenging, meaningful, and measurable.

_____ 5. Revise plans based on student needs.

_____ 6. Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.

_____ 7. Develop or select instructional activities which foster active involvement of students in the learning process.

_____ 8. Plan and prepare lessons and instructional strategies which support the school improvement plan and the District mission.

_____ 9. Select, develop, modify, and / or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds, and special needs.

2. ADMINISTRATION / MANAGEMENT

_____ 10. Establish and maintain effective and efficient record keeping procedures.

_____ 11. Manage time effectively.

_____ 12. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.

_____ 13. Manage materials and equipment effectively.

_____ 14. Organize materials for efficient distribution and collection.

_____ 15. Instruct and supervise the work of volunteers and aides when assigned

_____ 16. Assist in enforcement of school rules, administrative regulations, and School Board policies.

_____ 17. Use technology resources effectively.

_____ 18. Establish and maintain a positive, organized, and safe learning environment.

_____ 19. Maintain a clean, attractive learning environment.

_____ 20. Establish and use behavior management techniques which are appropriate and effective.

_____ 21. Establish routines and procedures and work with students on consistently following them.

_____ 22. Create a learning climate that is challenging yet non-threatening.

_____ 23. Maintain instructional momentum with smooth and efficient transitions from one activity to another.

_____ 24. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.

_____ 25. Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation.

_____ 26. Use ongoing assessment to monitor student progress, verify that learning is occurring, and adjust curriculum and instruction.

_____ 27. Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.

_____ 28. Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents, and professional colleagues who need access to the information.

_____ 29. Encourage self-assessment by students and assist them in developing plans for improving their performance.

_____ 30. Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials

_____ 31. Evaluate the effectiveness of instructional units and teaching strategies.

3. INTERVENTION / DIRECT SERVICES

_____ 32. Demonstrate knowledge and understanding of curriculum content.

_____ 33. Communicate high expectations for learning for all students.

_____ 34. Apply principles of learning and effective teaching in instructional delivery.

_____ 35. Monitor learning activities, providing feedback and reinforcement to students.

_____ 36. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.

_____ 37. Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.

_____ 38. Use appropriate materials, technology, and resources to help meet learning needs of all students.

_____ 39. Assist students in accessing, interpreting, and evaluating information from multiple sources.

_____ 40. Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.

_____ 41. Provide quality work for students which is focused on meaningful, relevant, and engaging learning experiences.

_____ 42. Provide instruction on safety procedures and proper handling of materials and equipment.

_____ 43. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others, by role modeling and learning activities.

_____ 44. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

4. COLLABORATION

_____ 45. Communicate effectively, orally and in writing, with other professionals, students, parents, and community.

_____ 46. Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student needs.

_____ 47. Provide accurate and timely information to parents and students about academic and behavioral performance of students.

_____ 48. Work with other teachers in curriculum development, special activities, and sharing ideas and resources.

5. STAFF DEVELOPMENT

_____ 49. Engage in continuing improvement of professional knowledge and skills

_____ 50. Assist others in acquiring knowledge and understanding of particular area of responsibility.

_____ 51. Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.

_____ 52. Establish and implement an Individual Professional Development Plan.

6. PROFESSIONAL RESPONSIBILITIES

_____ 53. Model professional and ethical conduct and adhere at all times to the Code of Ethics and Principles of Professional Conduct.

_____ 54. Perform all professional responsibilities.

_____ 55. Prepare required reports and maintain all appropriate records.

_____ 56. Maintain confidentiality of student and other professional information.

_____ 57. Comply with policies, procedures, and programs.

_____ 58. Exercise appropriate professional judgment.

_____ 59. Support school improvement initiatives by active participation in school activities, services, and programs

_____ 60. Perform other duties as assigned.

7. STUDENT GROWTH/ACHIEVEMENT

_____ 61. Provide a positive environment in which students are encouraged to be actively engaged in the learning process.

_____ 62. Maintain academic focus by using a variety of motivational techniques.

8. WORKSITE SERVICE STANDARDS

INDICATORS

_____ 63. 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.

_____ 64. _____

PROVISIONAL INSTRUCTOR (continued)

_____ 65. _____
_____ 66. _____

DATA COLLECTION CODES

O -- Observed   **I – Clearly Indicated**
C -- Collected Data   **NE – Not Evident**

INTERACTION DATES

Formal Observations   **Informal Observations**

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Signature of Evaluator / Date)