

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**DIRECTOR OF STUDENT SERVICES**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Direct the planning, implementation, and evaluation of the District's comprehensive program of student services and the effective and efficient delivery of services.
- \_\_\_\_\_ 2. Oversee the discipline policy of the District.
- \_\_\_\_\_ 3. Coordinate District guidance and counseling programs.
- \_\_\_\_\_ 4. Coordinate the District's health services plan, including collaboration with the County Health Department.
- \_\_\_\_\_ 5. Coordinate the District's attendance program and monitor compliance with attendance laws and policies.
- \_\_\_\_\_ 6. Oversee the annual revision and dissemination of the Student Code of Conduct.
- \_\_\_\_\_ 7. Direct the Career Education Program.
- \_\_\_\_\_ 8. Assist school principals in the development and delivery of a coordinated system of student services to meet individual school needs.
- \_\_\_\_\_ 9. Assist in the development of a District-wide program of safety education and accident prevention.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 10. Coordinate the efforts of student services personnel with services provided by various community agencies.
- \_\_\_\_\_ 11. Interpret the student services program to school personnel and the community.
- \_\_\_\_\_ 12. Oversee the processing of attendance referrals to Children and Family Services and the State Attorney's office.
- \_\_\_\_\_ 13. Serve as liaison with the Florida Department of Education in matters related to student services.
- \_\_\_\_\_ 14. Work with various health agencies in the community, both public and private, in implementing the health services offered to students in the public schools.
- \_\_\_\_\_ 15. Coordinate and interpret District rules / policies and state laws and rules pertaining to discipline, guidance, health services, attendance, and other areas assigned to the Student Services Department.

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 16. Assist with inservice activities for student services personnel.
- \_\_\_\_\_ 17. Keep abreast of laws, rules, and policies related to assigned student services area.
- \_\_\_\_\_ 18. Keep abreast of current trends and best practices in the development and delivery of student services.
- \_\_\_\_\_ 19. Attend meetings, workshops and conferences for professional development and which will benefit the District.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 20. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \_\_\_\_\_ 21. Assist in the development of administrative guidelines and policies for Student Services.
- \_\_\_\_\_ 22. Prepare all required reports and maintain all appropriate records.
- \_\_\_\_\_ 23. Demonstrate support for the District's goals and priorities.
- \_\_\_\_\_ 24. Keep the Deputy Superintendent informed about potential problems, unusual events, or possible opportunities.
- \_\_\_\_\_ 25. Perform other duties as assigned.

DIRECTOR OF STUDENT SERVICES (Continued)

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 26. Provide leadership and direction for the planning, implementation or evaluation of student services, including guidance, social work, and attendance services.
- \_\_\_\_\_ 27. Demonstrate initiative in recognizing needs, problems, or potential for improvement and take appropriate action.
- \_\_\_\_\_ 28. Model and maintain high standards of professional conduct.
- \_\_\_\_\_ 29. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \_\_\_\_\_ 30. Contribute to District planning activities, including providing input into short- and long-term goals and objectives, budget, and use of resources.

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 31. 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.
- \_\_\_\_\_ 32. \_\_\_\_\_
- \_\_\_\_\_ 33. \_\_\_\_\_
- \_\_\_\_\_ 34. \_\_\_\_\_
- \_\_\_\_\_ 35. \_\_\_\_\_

**7. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 36. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 37. The accurate and timely filing of all school reports
- \_\_\_\_\_ 38. The completion of required professional development services.
- \_\_\_\_\_ 39. \_\_\_\_\_
- \_\_\_\_\_ 40. \_\_\_\_\_

DIRECTOR OF STUDENT SERVICES (Continued)

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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)