SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
INSTRUCTIONAL TEACHER

1. PLANNING / PREPARATION

_____1   Established short- and long-range goals on District priorities in curriculum instruction.
_____2   Write proposals for grant funding and write program plans.
_____3   Plan and develop curriculum based on current research and best practice.
_____4   Select, develop, modify and/or adapt materials and resources which support learning objectives and address students needs.

2. ADMINISTRATIVE / MANAGEMENT

_____5   Oversee the preparation of budgets for program funding and track budget spending and utilization of dollars.
_____6   Manage time effectively.
_____7   Establish procedures and schedules for the effective delivery of programs and services.
_____8   Organize materials and resources for reference and/or distribution.

3. ASSESSMENT / EVALUATION

_____9   Assist teachers in interpreting student assessment data as a basis for instructional decisions.
_____10 Interpret and use data, (including but not limited to test results) for planning and evaluation.
_____11 Assist teachers in developing and using appropriate assessment strategies to assist in the continuous development of student learning.

4. INTERVENTION / DIRECT SERVICES

_____12 Develop and implement curriculum based on current research and best practices.
_____13 Coordinate program design to ensure continuity in K-12, special and/or regular education.
_____14 Collaborate and provide consultant and resource services for District instructional support teams, Principals, and other District personnel.
_____15 Plan and facilitate staff meetings and conduct in-service training.
_____16 Demonstrate successful teaching and learning strategies in the classroom setting.

5. COLLABORATION

_____17 Communicate effectively, orally and in writing, with teachers, administrators and the public.
_____18 Interpret instructional programs and goals to District/School personnel and the community.
_____19 Collaborate with teachers and other professional in curriculum development special activities, and related initiatives.

INSTRUCTIONAL RESOURCE TEACHER (Continued)

6. *STAFF DEVELOPMENT*

_____20 Design and implement staff development programs for teachers, administrators, and parents needed by the target population.
_____21 Participate in staff development programs to increase knowledge, skills and abilities related to assigned responsibilities.
_____22 Review current literature and technical sources of information related to responsibilities.

7. *PROFESSIONAL RESPONSIBILITIES*

_____23 Follow adopted policies and procedures in accordance with School Board priorities.
_____24 Conduct oneself in the best interest of students in accordance with the highest traditions of public education
_____25 Model professional and ethical conduct and adhere at all times to the Code of Ethics Principles of Professional Conduct.
_____26 Prepare required reports and maintain all appropriate records.
_____27 Perform other duties as assigned.

8. *STUDENT GROWTH / ACHIEVEMENT*

INDICATORS

_____28 Ensure that student growth / achievement is continuous and appropriate for age group subject area, and/or student program classification.
_____29 _____

9. *ASSESSMENT AND OTHER SERVICES*

_____30 The use of the adopted performance appraisal systems for instructional and other employees.
_____31 The accurate and timely filing of all school reports
_____32 The completion of required professional development services.
_____33 The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
_____34 Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

INSTRUCTIONAL RESOURCE TEACHER (Continued)

<center>DATA COLLECTION CODES</center>

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

<center>INTERACTION DATES</center>

Formal Observations   **Informal Observations**

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Signature of Evaluator / Date)