

**SCHOOL DISTRICT OF GADSDEN COUNTY**

**DIRECTOR OF STAFF DEVELOPMENT**

PERFORMANCE APPRAISAL

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. SERVICE DELIVERY**

**Category Definitions**

1. Supervise and work cooperatively with the secretary for the staff development department to assure that all information, records and materials are correct and disseminate as appropriate in a timely manner.
2. Plan, organize and implement training activities and programs for all District initiatives.
3. Develop, keep current and implement the Gadsden District Human Resource Management and Development System (HRMD) for the districts preparing new principals program.
4. Plan, organize, schedule, provide and coordinate the two-year training process for the HRMD core training applicants.
5. Provide training in the use of the HRMD program for principals, directors, supervisors, coordinators and any other appropriate personnel.

**Source Code** (circle choices)

- |                               |                         |                           |   |                       |                          |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

**Rating Code** (circle one)

- |                |                   |           |                |             |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

**DIRECTOR OF STAFF DEVELOPMENT (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

6. Interpret staff development programs, objectives, and needs to the District staff, School Board, principals, school facilities, civic and parent groups, teacher training institutions and others.
7. Plan with directors, principals, teachers and other personnel to establish training needs for local schools and future goals for all personnel.
8. Arrange for training activities for administrators, directors, and other staff personnel based on their identified professional growth needs or the District established priorities.
9. Develop and keep current the program for certifying substitute teachers for the District and arrange for the necessary training activities.
10. Coordinate the training initiatives of all other District personnel (e.g., directors, school personnel, parents, and the like) through the record keeping process.
11. Develop, keep current and implement the Gadsden District Professional Orientation Plan (to include the state competencies) for beginning teachers.
12. Coordinate the National Board Certification (NBC) process and work closely with teachers who enter the rigorous process which includes extensive professional growth experiences for the applicants.

**Source Code** (circle choices)

- |                               |                         |                           |   |                       |                          |
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**DIRECTOR OF STAFF DEVELOPMENT (Continued)**

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

**Category Definitions**

13. Develop a training budget for allocated funds based on the prioritized needs of the District.
14. 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.
15. Provide the necessary training to appropriate personnel to assist with proper implementation of the professional development system.
16. Receive, disseminate to directors, collect, sign, return to universities the appropriate forms and keep records of student teachers on file for future reference.
17. Plan celebrations for teachers who complete the NBC process and appropriate recognition for those who actually receive national board certification.
18. Coordinate the pre-service program in the District by working with District directors and colleges and universities personnel to provide field experiences for student teachers within the District.
19. Develop, keep updated and present annually to the School Board, the Gadsden District Master Plan for Staff Development.
20. Provide training on the annual update for the Master Plan to directors, principals, curriculum coordinators, school facilities and others as needed.
21. Conduct annual evaluations of the Master Plan for Staff Development as it relates, and revise as necessary to better meet the needs of the District.
22. Conduct annual evaluations of the HRMD program and revise process as necessary.
23. Conduct annual evaluations of the professional development plan process.

**Source Code** (circle choices)

- |                               |                         |                           |   |                       |                          |
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**DIRECTOR OF STAFF DEVELOPMENT (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 24. Prepare and submit all required reports in a timely manner and maintain all appropriate records.
- 25. Demonstrate support for the District’s goals and priorities.
- 26. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 27. Keep the Deputy Superintendent and other appropriate personnel informed about potential problems, unusual events, or opportunities for improvement.
- 28. Perform other duties as assigned.

**Source Code** (circle choices)

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**Rating Code** (circle one)

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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 29. Work with secretary for the department to develop and set guidelines for record keeping procedures for training records of all personnel.
- 30. Establish goals and objectives for training programs and projects for District-wide initiatives.
- 31. Develop guidelines for the use of training funds and monitor the proper use of funding through the record keeping process.
- 32. Develop, keep current and monitor the appropriate use of the Gadsden District Professional Development System in connection with the use of training funds.
- 33. Set criteria for participation in the HRMD program, arrange for the screening activities, and select persons for the program based on criteria.
- 34. Provide opportunity for qualifying persons to document competencies necessary for principal certification under the supervision of trained, competent principals.

**Source Code** (circle choices)

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**DIRECTOR OF STAFF DEVELOPMENT (Continued)**

**6. WORKSITE SERVICE STANDARDS**

**Control Dimension**

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.

(Special Note)

**An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.**

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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**Rating Code** (circle one)

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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**7. ASSESSMENT AND OTHER SERVICES**

**Control Dimension**

The use of the adopted performance appraisal system for instructional and other employees.  
The accurate and timely filing of all school reports.  
The completion of required professional development services.

(Special Note)

**An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.**

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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**DIRECTOR OF STAFF DEVELOPMENT (Continued)**

**OVERALL RATING: (enter total scores)**

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Effective \_\_\_\_\_ Very Effective \_\_\_\_\_ Outstanding \_\_\_\_\_

**Comments of the Evaluatee:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This evaluation has been discussed with me: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
**Signature of Evaluatee**

\_\_\_\_\_  
**Date**

**Comments of the Evaluator:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Evaluator**

\_\_\_\_\_  
**Date**