

# SCHOOL DISTRICT OF GADSDEN COUNTY

## PERSONNEL SPECIALIST

### PERFORMANCE APPRAISAL

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

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

### I. SERVICE DELIVERY

#### Category Definitions

1. Distribute employment applications and information concerning vacancies.
2. Orient new employees to available benefits according to position and assist them with completion of new employee packets.
3. Prepare and distribute current vacancy listings.
4. Process and maintain all employment applications.
5. Open and process mail.
6. Duplicate materials as needed.
7. Type and file documents as needed by the Director.
8. Perform duties as receptionist for personnel.
9. Calculate grade point averages for Teacher Assistant and Substitute Teacher applicants.
10. Distribute Teacher Certification applications and assist with filing of applications.
11. Provide information regarding the requirements for Teacher Certification.
12. Distribute information to teachers regarding certification examinations.
13. Serve as Certification Contact for the District.
14. Process substitute teacher applications and ensure that all requirements are met before issuance of a certificate.
15. Submit, to the Department of Education, all cleared fingerprint information and issue requests on all certificates.
16. Notify successful applicants of position offerings.
17. Notify unsuccessful job applicants that the positions for which they interviewed have been awarded to others.
18. Assist in the implementation of the District's insurance program to include maintaining current files for all employee and retiree insurance.
19. Process life insurance claims.
20. Verify insurance coverage to hospitals and physicians.
21. Disseminate information for Cobra participation.
22. Prepare lists of personnel changes monthly and reappointment of personnel annually for School Board action.
23. Maintain current records concerning certification of employed personnel where certificates are required, and notify the supervisor of Human Resources of personnel whose certificates are expiring or for whom no certificate is on record.

**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 |
|----------------|-------------------|-----------|----------------|-------------|

**PERSONNEL SPECIALIST (Continued)**

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

**Category Definitions**

- 24. Keep abreast of all rule changes in certification.
- 25. Maintain confidentiality of employee and department matters.
- 26. Maintain effective communications with District personnel and the public.
- 27. Demonstrate punctuality and good attendance.
- 28. Exercise good judgment.

**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

**3. SYSTEM SUPPORT**

**Category Definitions**

- 29. Complete records and reports efficiently and effectively.
- 30. Demonstrate cooperation and teamwork.
- 31. Keep Director of Human Resources apprised of potential problems and unusual events.
- 32. Demonstrate support for the School District and its goals and priorities.
- 33. Perform other duties as assigned.

**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

**PERSONNEL SPECIALIST (Continued)**

**4. 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, teamsmanship 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)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**5. 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)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**PERSONNEL SPECIALIST (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**