

**SCHOOL DISTRICT OF GADSDEN COUNTY**

**DIRECTOR OF JROTC**

PERFORMANCE APPRAISAL

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

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

**1. SERVICE DELIVERY**

**Category Definitions**

1. Act as the District’s representative in all interface and coordination actions with the United States Army regarding regulatory implementation of the program.
2. Represent District JROTC instructor staff in all areas of the execution of their duties and responsibilities.
3. Serve as member of the Superintendent’s District-wide Executive Leadership Team as requested by the Superintendent.
4. Assist department staff in keeping up-to-date and well-informed about issues and changes in assigned area of responsibility.
5. Oversee and provide budget control in assigned area.
6. Formulate, plan and manage implementation of optional hours of curriculum above that which is mandated.
7. Design Master Training Schedule to meet individualized student needs and submit for approval.

**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 JROTC (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

- 8. Communicate, through proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- 9. Maintain contact with other school districts, governmental agencies and other appropriate organizations related to assigned areas.
- 10. Collaborate with other departments and divisions.
- 11. Use effective communication strategies to interact with a variety of audiences.
- 12. Set high standards and expectations for self and others.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

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

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

**Category Definitions**

- 13. Participate in District management meetings and other activities to enhance professional growth.
- 14. Manage and administer personnel development through training, inservice and other developmental activities.
- 15. Promote and support professional development for self and others.
- 16. Select, preview, evaluate and disseminate recent and relevant professional materials.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

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

**DIRECTOR OF JROTC (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

17. Keep abreast of legal requirements and proposed changes in area of responsibility and provide advice to the Superintendent as to their impact on the District.
18. Exhibit support for the District's vision, mission, goals and priorities.
19. Make and share decisions in a timely manner.
20. Address personnel problems promptly and directly.
21. Respond quickly to emergency situations.
22. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
23. Oversee the delivery of services and provide for coordination to ensure maximum value from available resources.
24. Prepare all required reports and maintain all appropriate records.
25. Perform other duties as assigned.

**Source Code** (circle choices)

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

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

26. Provide leadership and management for the District's United States Army JROTC Program.
27. Assist in the development of short- and long-range District plans.
28. Promote cooperative relationships and coordinated efforts to facilitate the instructional program.
29. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
30. Anticipate potential problems and design processes and procedures to address them.
31. Facilitate problem-solving by individuals and groups.
32. Perform such duties and responsibilities associated with the American Disabilities Act and OSHA as they relate to assigned areas.

**Source Code** (circle choices)

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

**DIRECTOR OF JROTC (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, 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)

- |                                      |                                |                                  |  |                              |                                 |
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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 JROTC (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**