SCHOOL DISTRICT OF GADSDEN COUNTY

DIRECTOR OF FEDERAL PROGRAMS

PERFORMANCE APPRAISAL

Name _____ **Position** _____

School / Dept. _____ **School Year**_____

1. SERVICE DELIVERY

Category Definitions
1. Monitor the implementation of federal programs to ensure compliance with provisions of the grant(s).
2. Establish and maintain financial records for each funded program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
3. Direct the preparation and submission of reports as required for federal and specially funded programs.
4. Follow-up and resolve findings of external auditors.
5. Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.
6. Supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in federal programs.

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 FEDERAL PROGRAMS (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

7. Maintain a working relationship with all appropriate governmental agencies.
8. Use effective communication strategies to interact with a variety of audiences.
9. Respond to inquiries and concerns in a timely manner.
10. Ensure information exchange, coordination of efforts and articulation of program and services by working closely with school administrators.

Source Code (circle choices)

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Rating Code (circle one)

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3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

11. Assist in the development, implementation and evaluation of staff development activities.
12. Set high standards and expectations for self and others.
13. Keep up-to-date and well-informed about trends and best practices in assigned area.
14. Maintain a network of peer contacts through professional organizations.
15. Promote and support the professional growth of self and others.

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DIRECTOR OF FEDERAL PROGRAMS (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

16. Prepare, implement and coordinate federal projects and grants.
17. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
18. Recommend the establishment or elimination of special classes, programs and services.
19. Assist in projecting budgets and personnel needs for federal education programs.
20. Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment.
21. Provide input in the planning, modification and construction of educational facilities.
22. Prepare all required reports and maintain all appropriate records and inventories.
23. Perform other duties as assigned.

Source Code (circle choices)

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5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

24. Coordinate the planning, implementation and evaluation of federal programs and services.
25. Implement and monitor suitable procedures for screening and diagnosis of students' problems.
26. Implement and monitor procedures for placement, transfer and program completion for students in federal programs.
27. Assist in maintaining appropriate coordination between federal programs and other programs.
28. Assist principals, as needed, in the recruitment, selection, placement and appraisal of personnel.
29. Assist in the development of administrative guidelines for federal programs.

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DIRECTOR OF FEDERAL PROGRAMS (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 FEDERAL PROGRAMS (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:
_____
_____
_____
_____

Comments of the Evaluator:
_____
_____
_____
_____

This evaluation has been discussed with me: Yes _____ **No** _____

_____
Signature of Evaluatee   Date

_____
Signature of Evaluator   Date