

SCHOOL DISTRICT OF GADSDEN COUNTY

RISK MANAGEMENT COORDINATOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

- (1) Analyze district claims, loss, and accident history and identify methods to eliminate or minimize risks or possible losses.
- (2) Respond to reports and/or requests from district administrators or designees regarding any potential risk exposure.
- (3) Serve as liaison between participating districts and third party administrators, legal counsel, and insurance carriers in coordinating all insurance matters.
- (4) Act as liaison in the coordination of participating districts' insurance programs with representatives of various insurance carriers and other necessary parties.
- (5) Coordinate with participating districts the development and implementation of a comprehensive and effective safety program.
- (6) Assist the Business office in any bid process.
- (7) Assist the Business office in renewal processes.
- (8) Coordinate training necessary for the district.
- (9) Plan Risk Management meetings.
- (10) Attend mediation meetings.
- (11) Inform and advise the Superintendent regarding risk management program issues in a timely manner.
- (12) Assist in completion of any required reporting relevant to property casualty and group health programs.
- (13) Manage program budgets and present monthly financial reports to the Superintendent/Board.
- (14) Coordinate school risk management inspections for the district.

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

Risk Management Coordinator (Continued)

2. INTER/INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

- (15) Maintain a close working relationship with all district services personnel to ensure information exchange, coordination of efforts to reduce duplication, support for the decision making process, and gather feedback concerning service to foster continuous quality improvement.
- (16) Participate in the PAEC Risk Management Advisory Committee.
- (17) Direct and coordinate program planning to involve staff, district and school personnel, community representatives and others when appropriate.

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. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

- (18) Keep well informed about current trends and best practices in content, service, or project area.
- (19) Attend conferences and training sessions that are appropriate to the assigned area.
- (20) Keep abreast of statutes, regulations, and ordinances related to project area.
- (21) Provide technical assistance to school and district administrators as appropriate and requested.

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

4. SYSTEMIC FUNCTIONS

Risk Management Coordinator (Continued)

Category Definitions

- (22) Work with the Business office to track budgets.
- (23) Prepare all required reports accurately and on time.
- (24) Maintain all files related to safety of schools, including but not limited to work related injuries and student accidents.
- (25) Support the goals and priorities of the District.
- (26) Maintain compliance with federal, state and local safety regulations.
- (27) Represent the District positively and professionally.
- (28) Keep immediate supervisor informed about potential problems or unusual events.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

Source Code (circle choices)

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

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

- (30) Utilize strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- (31) Use appropriate styles to motivate, gain commitment, and encourage positive change or task accomplishment.
- (32) Respond quickly and appropriately to emergency situations.
- (33) Assist in implementing the District's strategic plan.

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| 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)

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

Risk Management Coordinator (Continued)

6. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

(34) Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and / or student program classification being served.

(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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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| 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 |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

7. 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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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| G. Behavioral Event Interview | H. Direct Documentation | I. Indirect Documentation | J. Training Programs Competency Acquisition | K. Evaluatee Provided | L. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

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

Risk Management Coordinator (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**