

SCHOOL DISTRICT OF GADSDEN COUNTY

PRE-KINDERGARTEN EDUCATION / TRAINING COORDINATOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Oversee the development and maintenance of a master calendar for all pre-kindergarten staff development activities.
2. Establish goals and objectives for training programs and projects related to the District's pre-kindergarten instructional program.
3. Plan and develop inservice programs and activities for teachers, students and families.
4. Establish short- and long-range plans based on pre-kindergarten student needs, District, state and federal requirements.

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

PRE-KINDERGARTEN EDUCATION / TRAINING COORDINATOR (Continued)

2. ADMINISTRATIVE / MANAGEMENT

Category Definitions

- 5. Manage the process of budgeting for resources to meet identified pre-kindergarten training needs and plans.
- 6. Assist in the development of administrative guidelines for pre-kindergarten staff development.
- 7. Assist in the development of policies for pre-kindergarten staff development.
- 8. Assist pre-kindergarten staff in keeping up-to-date and well-informed about issues and changes in assigned areas of responsibility.
- 9. Implement, monitor and evaluate the education component of the pre-kindergarten program.

Source Code (circle choices)

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3. ASSESSMENT / EVALUATION

Category Definitions

- 10. Establish and implement procedures to periodically evaluate staff development activities and to make modifications as appropriate.
- 11. Provide leadership for conducting periodic assessment of training needs for pre-kindergarten administrative, instructional, non-instructional and support personnel throughout the District.
- 12. Access student records on a need-to-know basis and protect their confidentiality.

Source Code (circle choices)

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PRE-KINDERGARTEN EDUCATION / TRAINING COORDINATOR (Continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

- 13. Provide assistance to schools and departments in designing, scheduling and delivering appropriate pre-kindergarten staff development activities.
- 14. Serve as a resource person to personnel concerning professional growth and development and related staff development activities.
- 15. Select, preview, evaluate and disseminate recent and relevant professional and educational materials.

Source Code (circle choices)

- A. Behavioral Event Interview
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- 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. COLLABORATION

Category Definitions

- 16. Participate in planning and implementing pre-kindergarten curriculum initiatives to assure inservice support.
- 17. Collaborate with other pre-kindergarten personnel as scheduled.
- 18. Collaborate with other departments and divisions.

Source Code (circle choices)

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PRE-KINDERGARTEN EDUCATION / TRAINING COORDINATOR (Continued)

6. STAFF DEVELOPMENT

Category Definitions

- 19. Train staff development deliverers and administrators.
- 20. Assist teachers with the development of appropriate instructional learning activities that will complement their lesson plans.
- 21. Promote and support professional development for self and others.
- 22. Provide instructional staff training in the areas of curriculum, child growth and development, record keeping, student assessment and other related areas.

Source Code (circle choices)

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7. PROFESSIONAL RESPONSIBILITIES

Category Definitions

- 23. Use effective communication strategies to interact with a variety of audiences.
- 24. Set high standards and expectations for self and others.
- 25. Submit accurate reports in a timely manner and maintain all appropriate records.
- 26. Keep abreast of latest research relating to pre-kindergarten student needs.
- 27. Perform other duties as assigned.

Source Code (circle choices)

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PRE-KINDERGARTEN EDUCATION / TRAINING COORDINATOR (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

28. Implement pre-kindergarten education / training programs in a manner which ensures that student growth / achievement is continuous and appropriate for age group and / or student program classification.

Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made tests, criterion and norm-referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the district and / or required by adopted curriculum standards.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure student achievement.

(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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PRE-KINDERGARTEN EDUCATION / TRAINING COORDINATOR (Continued)

9. 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.
 The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
 Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

(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)

Unsatisfactory Needs Improvement Effective Very Effective Outstanding

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