

**SCHOOL DISTRICT OF GADSDEN COUNTY**

**COORDINATOR**

PERFORMANCE APPRAISAL

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

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

**I. SERVICE DELIVERY**

**Category Definitions**

1. Assist in the monitoring of the budget for all assigned areas.
2. Monitor and maintain accurate and required financial and informational reports and records to ensure compliance provisions of program / project and grants.
3. Coordinate the assessment, and delivery of ongoing services (training, school-based, programmatic) of school and District personnel.
4. Coordinate and facilitate, when appropriate, responses to fact-finding inquiries, mediation or complaints.
5. Coordinate the planning, implementation, articulation and evaluation of assigned areas of responsibility.
6. Plan, implement and evaluate services and activities unique to the assigned area.

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

**COORDINATOR (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

- 7. Coordinate program planning to involve staff, District and school personnel, community representatives and students when appropriate.
- 8. Maintain a close working relationship with District-based and school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
- 9. Serve as a resource person to interpret services offered to school personnel and the community.
- 10. Represent the District in various community committees and activities.
- 11. Coordinate interaction with other departments and schools on issues relevant to program / project.

**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**

- 12. Assist in the development, implementation and evaluation of staff development activities.
- 13. Coordinate and conduct inservice.
- 14. Set high standards and expectations for self and others.
- 15. Keep well informed about laws, rules and policies related to areas of responsibility.
- 16. Maintain a network of peer contacts through professional organizations.
- 17. Promote and support the professional growth of self and others.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

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

**COORDINATOR (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 18. Evaluate offerings in specialty areas and assist in developing short- and long-range plans.
- 19. Provide input to appropriate personnel regarding upcoming plans, program coordination and service area developments.
- 20. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 21. Prepare all required reports and maintain all appropriate records.
- 22. Perform other duties as assigned.

**Source Code** (circle choices)

- A. Behavioral Event Interview
- B. Direct Documentation
- C. Indirect Documentation
- D. Training Programs Competency Acquisition
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- F. Confirmed Observation

**Rating Code** (circle one)

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

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 23. Comply with all local, state and federal policies, laws, rules and regulations related to the assigned area.
- 24. Assist in the development of activities designed to achieve priority goals identified through the District's planning process.
- 25. Provide coordination of initiatives which support the vision and mission of the District and the enhancement of student learning.
- 26. Demonstrate initiative in the performance of assigned responsibilities.
- 27. Use appropriate styles and methods to motivate, gain commitment, and encourage task accomplishment.

**Source Code** (circle choices)

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**COORDINATOR (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, 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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|-----------------------|--------------------------|------------------|-----------------------|--------------------|
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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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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**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**