

SCHOOL DISTRICT OF GADSDEN COUNTY

NURSING PROGRAM COORDINATOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. INSTRUCTIONAL PROGRAM MANAGEMENT / DEVELOPMENT

Category Definitions

1. Monitor scope and sequence of curriculum offered at schools to ensure that student growth / achievement is continuous and appropriate for age group and subject program classification.
2. Assist in the systematic evaluation of the curriculum with teachers.
3. Assist the faculty in revising the curriculum in the areas needed.
4. Assist and encourage the faculty in preparing visual aides.
5. Assist in evaluating books for student and library use.
6. Assist in evaluating audio visuals and computer software for students and faculty.

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

NURSING PROGRAM COORDINATOR (Continued)

2. PERSONNEL ACTION SERVICES

Category Definitions

- 7. Supervise and evaluate Practical Nursing teachers in their teaching and clinical roles.
- 8. Assign teachers to class groups and to specific hospital assignments, if necessary.
- 9. Participate in training to continue improvement of professional knowledge and skills.
- 10. Interview candidates for positions at the school and make recommendations for employment, as required.
- 11. Assist in orientation of new teaching personnel.
- 12. Coordinate the staff development program at school site.
- 13. Provide input to the principal in the evaluation of instructional personnel.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

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

3. SCHOOL OPERATIONS / DELIVERY SYSTEMS

Category Definitions

- 14. Coordinate master scheduling for students' clinical experiences.
- 15. Act as a liaison between administration, faculty and hospital personnel.
- 16. Assist in setting policies for the Practical Nursing program.
- 17. Meet with the Principal in preparing the budget and assisting in ordering equipment.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

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

NURSING PROGRAM COORDINATOR (Continued)

4. STUDENT SUPPORT SERVICES

Category Definitions

- 18. Counsel with students in the Practical Nursing program, as needed, because of absences, grades and clinical ability and advise the Principal of possible difficulties.
- 19. Consult with the Principal concerning those students who have been recommended for withdrawal from the program.
- 20. Assist in evaluation and placement of the re-entry and transfer of students into the program and chair the Practical Nursing Faculty Academic Affairs Committee.
- 21. Assist teachers to ensure that individual student educational and developmental needs are addressed.

Source Code (circle choices)

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- F. Confirmed Observation

Rating Code (circle one)

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

5. PERSONAL / PROFESSIONAL EMPLOYEE QUALITIES

Category Definitions

- 22. Model and maintain high standards of professional conduct.
- 23. Consider different perspectives, alternative options and consequences of each in making decisions.
- 24. Use effective and positive interpersonal communication skills.
- 25. Complete all required reports and maintain all appropriate records.
- 26. Perform other duties as assigned.

Source Code (circle choices)

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Rating Code (circle one)

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- Effective
- Very Effective
- Outstanding

NURSING PROGRAM COORDINATOR (Continued)

6. LEADERSHIP

Category Definitions

- 27. Provide leadership in the design, development, implementation, monitoring and evaluation of curriculum.
- 28. Assist in the building of teams to accomplish plans, goals and priorities.
- 29. Coordinate and attend facility meetings with other institutions whose students use the same facilities.
- 30. Coordinate communication involving the Practical Nursing program, including reports from State Board of Nursing, SAC and Department of Education with assistance from the faculty.
- 31. Coordinate Advisory Committee meetings for the Practical Nursing department, preparation of the agendas and assignment of a secretary so that the minutes are taken.
- 32. Perform the duties and responsibilities of department head as outlined in the Gadsden Technical Institute Handbook.

Source Code (circle choices)

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

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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NURSING PROGRAM COORDINATOR (Continued)

8. 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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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

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**