

# SCHOOL DISTRICT OF GADSDEN COUNTY

## INVENTORY INTAKE SPECIALIST – FEDERAL PROGRAMS

### PERFORMANCE APPRAISAL

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

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

### I. SERVICE DELIVERY

#### Category Definitions

1. Assist in the establishment of goals and objectives for the federal program's property control process.
2. Assist in development of procedures relating to property control, equipment acquisition and maintenance, and equipment classification.
3. Develop procedures for collecting documentation and maintaining clear paper trails from purchase to receipt of property and dissemination to schools.
4. Maintain purchasing records in an organized fashion that is accurate and easy to access.
5. Conduct periodic review of inventory and update its status and location.
6. Maintain records and submit reports as required.
7. Work with district inventory control to ensure that records are in agreement and property tags are inscribed and/or attached.
8. Work with vendors to correct any discrepancies with receipt of goods.
9. Maintain high standards of safety and security.
10. Exercise managerial skills to control flow of property in and out of intake premises.
11. Perform incidental tasks consistent with the goals and objectives of the District and this position and perform other duties as assigned.

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

**INVENTORY INTAKE SPECIALIST – FEDERAL PROGRAMS (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

- 12. Develop and maintain positive working partnerships with local or other agencies as necessary.
- 13. Work closely with school personnel to ensure information exchange, coordination of efforts, and support for the federal program property services..
- 14. Handle all communication with utmost professionalism.
- 15. Model and maintain high ethical standards.
- 16. Maintain work area in a neat, safe and secure manner.
- 17. Display a strong work ethic and regular attendance.

**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**

- 18. Maintain a working knowledge of all state and federal laws and regulations that impact federal programs, as related to job assignment.
- 19. Represent the Federal Program office in an appropriate manner.
- 20. Participate in workshops, conferences, meetings, and professional readings to keep current and well-informed about trends and changes in area(s) of responsibility.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

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

**INVENTORY INTAKE SPECIALIST – FEDERAL PROGRAMS (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 21. Keep immediate supervisor properly informed of the status of various issues, events, and activities that arise from the assigned tasks and are related to inventory or property control.
- 22. Respond immediately to problem situations and be proactive in expecting problems.
- 23. Assist supervisor in the wise utilization and placement of property and equipment.
- 24. Prepare all required reports in a timely manner and maintain all appropriate records and inventories.

**Source Code** (circle choices)

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

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 25. Model high standards of professional conduct.
- 26. Assist the supervisor as needed with the development and implementation of strategic planning.
- 27. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 28. Facilitate problem solving by individuals and between stakeholders.

**Source Code** (circle choices)

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

**INVENTORY INTAKE SPECIALIST – 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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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**INVENTORY INTAKE SPECIALIST – 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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This evaluation has been discussed with me: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
**Signature of Evaluatee**

\_\_\_\_\_  
**Date**

**Comments of the Evaluator:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Evaluator**

\_\_\_\_\_  
**Date**