SCHOOL DISTRICT OF GADSDEN COUNTY

AREA DIRECTOR - SECONDARY EDUCATION

PERFORMANCE APPRAISAL

Name _____ **Position** _____

School / Dept. _____ **School Year**_____

1. SERVICE DELIVERY

Category Definitions

1) Assist school principals in supervising, developing and implementing the district's instructional program
2) Oversee the formulation of school improvement plans of all assigned schools
3) Monitor progress of implementation of school improvement plans and provide assistance upon request of the principal
4) Coordinate and assist with the adoption, development, revision, and publication of instructional program materials
5) Review student assignment procedures, organizational patterns and scheduling of staff and students at assigned schools
6) Routinely visit assigned schools, including classrooms
7) Coordinate AdvancED - SACS accreditation activities for assigned schools
8) Recommend and coordinate program of instruction for assigned schools
9) Manage and monitor grant budgets as assigned
10) Coordinate special projects as needed
11) Provide assistance for the implementation of the district's Pupil Progression Plan
12) Assist in coordination of regularly scheduled principal meetings

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

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2.   INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions
13) Serve as liaison between assigned schools, the district, and the Florida Department of Education 14) Coordinate and collaborate with other district-level staff to ensure consistency of purpose and practice 15) Meet regularly with principals of assigned schools 16) Interact with community agencies as necessary or appropriate 17) Assist in maintaining appropriate coordination among the basic instructional program and various special programs 18) Collaborate with district charter schools as needed

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
19) Keep well informed about current trends in secondary education 20) Assist in the development, implementation, and evaluation of staff development activities 21) Promote and support professional development for self and others 22) Attend meetings and conferences which promote professional growth that will benefit 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

4. SYSTEMIC FUNCTIONS

Category Definitions

23) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action
24) Prepare or oversee the preparation of all required reports and maintain all required records
25) Serve on district committees as assigned
26) Assist in interviewing and recommending personnel
27) Assist in the interpretation of policies, programs, and goals to staff and the public
28) Provide input for the development of the district budget
29) Perform other duties as assigned

Source Code (circle choices)

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Rating Code (circle one)

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5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

30) Provide leadership and direction for the planning, development, implementation, and evaluation of the district's instructional program
31) Assist schools in resolving problems and satisfactorily addressing complaints
32) Provide leadership to school administrators in matters of emerging curriculum / instructional issues
33) Model and maintain high standards of professional conduct
34) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action
35) Use appropriate interpersonal styles and methods to guide individuals or groups to task accomplishment
36) Assist in the development of administrative guidelines for schools

Source Code (circle choices)

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Rating Code (circle one)

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AREA DIRECTOR - SECONDARY EDUCATION (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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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

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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Rating Code (circle one)

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AREA DIRECTOR - SECONDARY EDUCATION (Continued)

<u>**OVERALL RATING: (enter total scores)**</u>

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**