

SCHOOL DISTRICT OF GADSDEN COUNTY

**DEPUTY SUPERINTENDENT**

PERFORMANCE APPRAISAL

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

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

**1. SERVICE DELIVERY**

**Category Definitions**

1. Supervise the overall operation of the School District including instructional, transportation, facilities, personnel, and food service.
2. Supervise the Management Information Services Department.
3. Assist the Superintendent in the preparation of the School Board agenda, including preparation of agenda items.
4. Oversee the updating of School Board policy.
5. Oversee collective bargaining activities, including negotiations, contract management, and legal proceedings.
6. Assume responsibility for all FTE audits, surveys and reports, including instructional applications, annual estimates, and collection and analysis of data.
7. Review and analyze contracts and agreements with other agencies or institutions.
8. Handle student discipline including expulsions and hearings.
9. Handle grievances in accordance with established policies and collective bargaining agreements.
10. Conduct investigations in matters of possible violations of the Professional Code of Ethics and make recommendations to the Superintendent regarding appropriate action.
11. Direct and monitor the processing of leave requests in accordance with law, rule, School Board policy, and collective bargaining agreements.

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

**DEPUTY SUPERINTENDENT (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

- 12. Coordinate regularly scheduled principals' meetings and / or staff meetings.
- 13. Maintain regular liaison with the Department of Education and other agencies related to collective bargaining and other areas of responsibility.
- 14. Assist in the interpretation of programs, philosophy, law, rules, and policy to staff, students, and the community.
- 15. Work closely with District and school personnel to ensure information exchange, coordination of efforts, and support for the decision-making process in the District.

**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**

- 16. Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation, and labor relations cases.
- 17. Participate in workshops, conferences, meetings, and professional reading to keep current and well-informed about trends and changes in areas of responsibility.
- 18. Coordinate inservice training for management in contract administration and grievance procedures.
- 19. Assist others, including new administrators, in their professional growth, and development.

**Source Code** (circle choices)

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

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

**DEPUTY SUPERINTENDENT (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 20. Assist in the development of administrative guidelines.
- 21. Assist in the development of policies.
- 22. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 23. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- 24. Assist the Superintendent in organizational analysis and development.
- 25. Assist in the preparation of the District budget.
- 26. Act for the Superintendent in his / her absence.
- 27. Report on the status of District programs and services at the request of the Superintendent.
- 28. Perform other duties as assigned.

**Source Code** (circle choices)

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

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 29. Model high standards of professional conduct.
- 30. Assist the Superintendent in the formulation and implementation of strategic and comprehensive planning.
- 31. Serve on the Superintendent's Executive Leadership Team.
- 32. Demonstrate a proactive orientation to identifying potential problems and taking appropriate action.
- 33. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 34. Facilitate problem-solving by individuals and groups.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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**DEPUTY SUPERINTENDENT (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.**

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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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**DEPUTY SUPERINTENDENT (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**