SCHOOL DISTRICT OF GADSDEN COUNTY

DIRECTOR OF PROFESSIONAL LEARNING

PERFORMANCE APPRAISAL

Name _____ **Position** _____

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

1. SERVICE DELIVERY

Category Definitions

1) Plan, organize and implement training activities and programs for all district initiatives and federal programs
2) Plan, organize, schedule, facilitate and coordinate the professional learning programs for employees pursuing school principal certification, new teacher training and/or certification and endorsements
3) Facilitate on-line programs such as Edivate, iReady, and other federal interventions for students

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

DIRECTOR OF PROFESSIONAL LEARNING (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

4) Interpret staff development programs, objectives, and needs to stakeholders as needed
5) Collaborate with directors, principals, teachers and other personnel to establish professional needs for schools and future goals for all personnel
6) Coordinate professional learning activities for administrators directors, and other staff personnel based on their identified professional growth needs or the District established priorities
7) Develop and keep current the program for certifying substitute teachers for the District and arrange for the necessary professional learning activities

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 LEARNING AND IMPROVEMENT

Category Definitions

8) Develop a professional learning budget for allocated funds based on the prioritized needs of the district and in compliance with program requirements
9) Coordinate the revision of the personnel assessment forms, submit annual updates to the State Department of Education and provide appropriate training in the use of the instruments for applicable personnel
10) Coordinate the pre-service program in the district by working with the district's area directors and college and university personnel to provide field experiences for student teachers
11) Develop and maintain an annual Board approved District Master Plan for professional learning and work with schools in developing school specific annual professional learning plans based on teacher needs.
12) Conduct annual evaluations of the professional learning plan and its processes
13) Maintain accurate records in the ePDC for staff professional learning plans and/or other professional learning goals

Source Code (circle choices)

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DIRECTOR OF PROFESSIONAL LEARNING (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

14) Prepare and submit all required reports in an accurate and timely manner; maintain all appropriate records and documentation of all trainings required to remain compliant with program requirements
15) Demonstrate support for the district's goals and priorities
16) 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

17) Develop and set guidelines and timelines for record keeping procedures for professional learning records of all personnel
18) Establish goals and objectives for professional learning programs and projects for district-wide initiatives
19) Develop guidelines for the use of professional learning funds and monitor the proper use of funding through a record keeping and budgeting process
20) Make data-based decisions regarding professional learning needed to assist the district in meeting its goals

Source Code (circle choices)

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6. WORKSITE SERVICE STANDARDS

DIRECTOR OF PROFESSIONAL LEARNING (Continued)

Control Dimension
21. 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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DIRECTOR OF PROFESSIONAL LEARNING (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: This evaluation has been discussed with me: Yes _____ No _____
_____
_____
_____
_____   _____
                                                                      Signature of Evaluatee   **Date**
Comments of the Evaluator:
_____
_____   _____
_____   **Signature of Evaluator**   **Date**
_____