SCHOOL DISTRICT OF GADSDEN COUNTY

AMERICORPS PROGRAM COORDINATOR

PERFORMANCE APPRAISAL

Name _____ **Position** _____

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

1. SERVICE DELIVERY

Category Definitions

1. Assist in providing leadership to the AmeriCorps members and staff to successfully complete program objectives.
2. Assist in the management and implementation of the AmeriCorps Gadsden Reads Program.
3. Coordinate and plan activities for AmeriCorps Gadsden Reads members and site coordinators.
4. Assist in the preparation of long-range plans for AmeriCorps Gadsden Reads.
5. Assist schools in the implementation of the AmeriCorps Gadsden Reads Program.
6. Communicate, through meetings and written material, information that will keep staff and members informed of AmeriCorps Gadsden policies, procedures, changes and updates.
7. Collect documentation for the required program reports.

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

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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

AMERICORPS PROGRAM COORDINATOR (Continued)

2.   INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions
8.   Provide reports and data in a timely manner to the AmeriCorps Program Director.
9.   Meet with principals, HOSTS Facilitators, and other school personnel to share information and address issues.
10. Coordinate with community resources and service agencies as appropriate.
11. Develop and disseminate program information.

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
12. Develop and maintain a thorough knowledge of the AmeriCorps Gadsden Reads Program and any related policies, rules, or laws.
13. Demonstrate support for District's goals and priorities.
14. Attend professional development training as needed.
15. Promote and support professional development for self and others.

Source Code (circle choices)

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Rating Code (circle one)

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AMERICORPS PROGRAM COORDINATOR (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

16. Prepare documentation for required reports.
17. Keep AmeriCorps Program Director informed about potential problems and unusual events.
18. Assist in the recruitment and hiring of all AmeriCorps members and site coordinators.
19. Assist in the orientation of new AmeriCorps personnel.
20. Provide input to the AmeriCorps Program Director in the evaluation of AmeriCorps members and site coordinators.
21. Coordinate member development activities.
22. 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

23. Model and maintain high standards of professional conduct.
24. Demonstrate initiative in recognizing need or potential for improvement and take appropriate action.

Source Code (circle choices)

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Rating Code (circle one)

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AMERICORPS PROGRAM COORDINATOR (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)

| 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 |

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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AMERICORPS PROGRAM COORDINATOR (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 _____

Comments of the Evaluator:

_____
_____

Signature of Evaluatee   **Date**

_____
_____

Signature of Evaluator   **Date**