SCHOOL DISTRICT OF GADSDEN COUNTY

COORDINATOR OF ASSESSMENT AND RELATED STUDENT SERVICES

PERFORMANCE APPRAISAL

Name _____ **Position** _____

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

1. SERVICE DELIVERY

Category Definitions

1. Direct and coordinate state-mandated and District student assessment activities.
2. Facilitate school improvement process by providing climate survey materials and results to schools.
3. Publish annual data information document.
4. Serve as the District's Home Education Coordinator.
5. Serve as chief examiner for the G.E.D. testing program.
6. Assist the District and schools in interpreting and using data.
7. Assist the Director of Research, Evaluation, and Policy with school improvement, planning, and program evaluation functions.

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

COORDINATOR OF ASSESSMENT AND RELATED STUDENT SERVICES (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

8. Provide reports and data in a timely manner.
9. Serve as a resource person to the District and schools on matters related to student assessment testing and results.
10. Interface with Management Information Systems (MIS) on tasks and products related to student testing.
11. Meet with principals, curriculum personnel, and guidance counselors to share information and address issues.
12. Interact with Department of Education personnel about student assessment as necessary or appropriate.

Source Code (circle choices)

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3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

13. Keep abreast of laws, rules, and policies related to test administration.
14. Keep abreast of trends and issues in student assessment.
15. Provide training for school test coordinators on test administration, test security, and related issues.
16. Attend conferences, workshops, or meetings for professional development and which will benefit the District.
17. Promote and support professional development for self and others.

Source Code (circle choices)

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COORDINATOR OF ASSESSMENT AND RELATED STUDENT SERVICES (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

18. Participate on District committees as designated.
19. Prepare required reports and maintain appropriate records.
20. Keep immediate supervisor and other appropriate personnel informed about potential problems and unusual events.
21. Serve on Instructional Leadership Team.
22. Perform other duties as assigned.

Source Code (circle choices)

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5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

23. Model and maintain high standards of professional conduct.
24. Contribute to department planning activities.
25. Demonstrate initiative in recognizing needs or potential improvement and take appropriate action.
26. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
27. Facilitate problem-solving by individuals or groups.

Source Code (circle choices)

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COORDINATOR OF ASSESSMENT AND RELATED STUDENT SERVICES (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)

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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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COORDINATOR OF ASSESSMENT AND RELATED STUDENT SERVICES (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**