

SCHOOL DISTRICT OF GADSDEN COUNTY

DIRECTOR OF TRANSPORTATION

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Provide support to schools for pupil transportation services.
2. Assist department staff in keeping up-to-date and well-informed about issues and changes in assigned areas of responsibility.
3. Oversee and provide budgetary control for the area of responsibility
4. Oversee the District's pupil transportation system and develop plans for improvement of services.
5. Prepare all required reports and maintain all appropriate records.
6. Assist in the preparation of the budget for the department.
7. Purchase, maintain and repair all school buses and other vehicles owned by the District.
8. Consider and recommend special services, bus routes and route extensions.
9. Investigate requests and complaints relating to transportation and respond or make recommendations as appropriate.
10. Respond appropriately to all emergency situations.

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 TRANSPORTATION (Continued)**2. INTERAGENCY COMMUNICATION AND DELIVERY****Category Definitions**

11. Communicate, through proper channels, to keep the Deputy Superintendent informed of impending problems or events of unusual nature.
12. Maintain contact with other school Districts, governmental agencies and other appropriate organizations related to assigned areas.
13. Collaborate with other departments and divisions.
14. Use effective communication strategies to interact with a variety of audiences.
15. Set high standards and expectations for self and others.

Source Code (circle choices)

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

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. PROFESSIONAL GROWTH AND IMPROVEMENT**Category Definitions**

16. Participate in District management meetings and other activities to enhance professional growth.
17. Manage and administer personnel development through training, inservice and other developmental activities.
18. Promote and support professional development for self and others.
19. Select, preview, evaluate and disseminate recent and relevant professional materials.

Source Code (circle choices)

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

Rating Code (circle one)

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

DIRECTOR OF TRANSPORTATION (Continued)**4. SYSTEMIC FUNCTIONS****Category Definitions**

20. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Deputy Superintendent as to their impact on the District.
21. Exhibit support for the District's vision, mission, goals and priorities.
22. Make and share decisions in a timely manner.
23. Address personnel problems promptly and directly.
24. Respond quickly to emergency situations.
25. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
26. Prepare all required reports and maintain all appropriate records.
27. 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**

28. Assist in the development of short- and long-range District plans.
29. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
30. Anticipate potential problems and design processes and procedures to address them.
31. Facilitate problem-solving by individuals and groups.
32. Perform such duties and responsibilities associated with the American Disabilities Act and OSHA as they relate to assigned areas.

Source Code (circle choices)

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

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

DIRECTOR OF TRANSPORTATION (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.

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 TRANSPORTATION (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**