SCHOOL DISTRICT OF GADSDEN COUNTY

DIRECTOR OF RESEARCH, EVALUATION, AND POLICY

PERFORMANCE APPRAISAL

Name _____ **Position** _____

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

1. SERVICE DELIVERY

Category Definitions

1. Direct the authorization, review, and coordination of all District research projects and activities.
2. Prepare studies and reports according to District and School Board priorities.
3. Recommend research policies and procedures.
4. Direct and coordinate the collection, analysis, verification, and interpretation of federal, state, and District required reports for District programs, administrative functions, and student performance.
5. Direct, manage, and coordinate all program, special project, grant and contract evaluation activities.
6. Assist with the development, monitoring, and evaluation of School Improvement Plans.
7. Facilitate the operation of School Improvement Assistance Teams to provide regular assistance to schools.
8. Assist with development of job descriptions and evaluation systems.
9. Present reports and disseminate information as required by project / grant / contract specifications, the School Board, or school and District administrators, and as needed to support District programs and school improvement planning.

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 RESEARCH, EVALUATION, AND POLICY (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions
10. Act as a liaison with District, federal, state, university, and community resources to support ongoing student information, research, and evaluation activities.
11. Serve as state and federal contact for program evaluations, research projects and grants, and information requests.
12. Work with other Teaching and Learning Leaders, Directors, and Staff Development office in the areas of instructional programs and teaching methodology design and implementation.
13. Work cooperatively with other administrators on problems of mutual concern.

Source Code (circle choices)

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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions
14. Keep abreast of current trends and research in areas of responsibility.
15. Participate in workshops, conferences, and meetings to update information and to assist others in keeping current.

Source Code (circle choices)

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Rating Code (circle one)

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DIRECTOR OF RESEARCH, EVALUATION, AND POLICY (Continued)
4. SYSTEMIC FUNCTIONS

Category Definitions

16. Provide assistance to the District and School Board in the development, adoption, implementation and updating of Gadsden County School Board Rules.
17. Direct and carry out cost center operations, including personnel supervision and appraisal, budgeting, preparing reports and maintaining files.
18. Assist with interpretation of Florida Statutes, Florida State Board of Education rules, Gadsden County School Board rules and other regulations pertinent to principals and other personnel.
19. Conduct studies related to efficiency and economy in the allocation of human and material resources.
20. Review internal procedures and recommend new procedures when required or when new procedures will aid in efficiency or effectiveness.
21. Serve on special task forces and advisory groups.
22. Direct the planning and preparation of Department of Education required aggregate reports and plan and prepare annual reports for District and schools as related to student and program information.
23. Perform other duties as assigned.

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 RESEARCH, EVALUATION, AND POLICY (Continued)

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

24. Direct the analysis of community and District demographic, geographic, and related data sources to determine short- and long-range needs of the District.
25. Provide proactive leadership for departmental functions and activities.
26. Serve on the Superintendent's Executive Leadership Team.
27. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
28. Identify potential problems and issues and take appropriate action to address them.
29. Facilitate problem-solving by individuals and groups.
30. Model high standards of professional conduct.

Source Code (circle choices)

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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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DIRECTOR OF RESEARCH, EVALUATION, AND POLICY (Continued)

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)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

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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**