SCHOOL DISTRICT OF GADSDEN COUNTY

PERFORMANCE APPRAISAL

AMERICORPS SITE COORDINATOR

Name _____ **Position** _____

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

1. SERVICE DELIVERY

Category Definitions

(1) Answer telephone, screen calls, schedule appointments, prepare correspondence, type purchase orders, open all mail and respond or forward to appropriate person, order office supplies and data entry as needed.
(2) Oversee the confidential fax machine.
(3) Clock in all leave forms and verify complete data of AmeriCorps members.

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

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

(4) Maintain confidentiality of student and personnel information as well as District's information.
(5) Report to work punctually and regularly.
(6) Exhibit positive attitude toward work and others.
(7) Maintain sensitivity to internal political changes.

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

AmeriCorps Site Coordinator (Continued)

3. SYSTEM SUPPORT

Category Definitions

  (8) Provide typing services for AmeriCorps and affiliated programs.

  (9) Attend meetings, conferences and training relative to AmeriCorps and reading intervention programs.

(10) Prepare contacts for School Board and employees after ratification.

(11) Coordinate and attend meetings, trainings and conferences as necessary.

(12) Copy, proof and deliver reports to the district and Volunteer Florida as directed.

(13) Serve as custodian for all records from partner schools.

(14) Assist with payroll for all AmeriCorps members by completing, preparing, reviewing, and maintaining all service records and timesheets.

(15) Type letters and memorandums as directed.

(16) 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

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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

4. STUDENT GROWTH 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)

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 Site Coordinator (Continued)

5. 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)

G.	Behavioral Event Interview	H.	Direct Documentation	I.	Indirect Documentation	J.	Training Programs Competency Acquisition	K.	Evaluatee Provided	L.	Confirmed Observation

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Rating Code (circle one)

Unsatisfactory   **Needs Improvement**   **Effective**   **Very Effective**   **Outstanding**

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**