

SCHOOL DISTRICT OF GADSDEN COUNTY

PRE-KINDERGARTEN PROGRAM COORDINATOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Monitor and maintain accurate and required financial and informational reports and records related to all pre-kindergarten programs to ensure compliance provisions of projects and grants.
2. Establish and maintain financial records for each funded program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
3. Direct the preparation and submission of reports as required for federal and specially funded programs.
4. Supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in pre-kindergarten programs.
5. Review materials and participate in activities designed to develop expertise in the implementation of prescribed pre-kindergarten curricular experiences.

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

PRE-KINDERGARTEN PROGRAM COORDINATOR (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

- 6. Maintain a working relationship with all appropriate governmental agencies.
- 7. Use effective communication strategies to interact with a variety of audiences.
- 8. Respond to inquiries and concerns in a timely manner.
- 9. Ensure information exchange, coordination of efforts and articulation of programs and services by working closely with school administrators.
- 10. Participate, as needed, in the recruitment, selection, placement and appraisal of school-based instructional personnel.
- 11. Participate in community interagency and advisory committees collaboration efforts.
- 12. Organize registration of students into the pre-kindergarten programs, in conjunction with the diagnostic center, for screening and determining qualifications of children for pre-kindergarten programs.
- 13. Write and submit annual reports to all appropriate agencies.

Source Code (circle choices)

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Rating Code (circle one)

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

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

- 14. Assist in the development, implementation and evaluation of staff development activities.
- 15. Assist in the coordinating and conducting of inservice for the pre-kindergarten teachers, instructional staff and parents of the children.
- 16. Set high standards and expectations for self and others.
- 17. Keep up-to-date and well informed about trends and best practices in assigned area.
- 18. Maintain a network of peer contacts through professional organizations.
- 19. Promote and support the professional growth of self and others.

Source Code (circle choices)

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PRE-KINDERGARTEN PROGRAM COORDINATOR (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

- 20. Prepare, submit and monitor the budget for pre-kindergarten.
- 21. Support the development of key concepts and expected outcomes for all areas of the pre-kindergarten curriculum.
- 22. Complete, in a timely manner, all required reports for local, state and federal educational agencies.
- 23. Monitor pre-kindergarten grant-funded program expenditures
- 24. Maintain and monitor all required records and files.
- 25. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 26. Develop positive District / community relations and act as a liaison between the District and community in assigned area.
- 27. Make and share decisions in a timely manner.
- 28. Perform other duties as assigned.

Source Code (circle choices)

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5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

- 29. Encourage the establishment of innovative teaching techniques with improvement of learning as the expected outcome.
- 30. Coordinate all program services to provide the most effective program for children.
- 31. Assist in the coordination and delivery of educational, social, medical, child care and other needs of the pre-kindergarten children in the program.
- 32. Initiate and oversee social services for families when necessary.
- 33. Provide supervision for all District staff assigned to pre-kindergarten program functions.

Source Code (circle choices)

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PRE-KINDERGARTEN PROGRAM COORDINATOR (Continued)

6. WORKSITE SERVICE STANDARDS

Control Dimension

- 34. 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.
- 35. Ensure that ESE students are placed in the least restrictive environment.

(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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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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PRE-KINDERGARTEN 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 _____

Signature of Evaluatee **Date**

Comments of the Evaluator:

Signature of Evaluator **Date**