SCHOOL DISTRICT OF GADSDEN COUNTY

EVALUATION COORDINATOR

PERFORMANCE APPRAISAL

Name _____ **Position** _____

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

1. SERVICE DELIVERY

Category Definitions

1. Assist in designing and conducting research projects aligned with District initiatives.
2. Design and conduct program evaluations, including methods and techniques to be used.
3. Assist in coordinating accountability and school improvement activities.
4. Analyze and interpret statistical data and train school, program / project staff, and District staff in the analysis, interpretation and use of data for decision making.
5. Prepare technical reports, results of data analyses, surveys, and procedural manuals.
6. Prepare formal reports of research and evaluation services.
7. Assist in the evaluation of grants as needed.

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

EVALUATION COORDINATOR (Continued)

2.   INTERAGENCY COMMUNICATION AND DELIVERY

<table>
<tr><td colspan="6" align="center">Category Definitions</td></tr>
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8. Interpret and present data to varied audiences.
9. Collaborate with other departments and schools in educational planning, improvement, and evaluation activities.
10. Maintain contact and interaction with District and state personnel on matters related to assessment, accountability, and program evaluation.
11. Interpret accountability and school improvement mandates.
12. Communicate effectively orally and in writing.

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3. PROFESSIONAL GROWTH AND IMPROVEMENT

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13. Design and conduct needs assessments.
14. Collaborate in staff development planning for relevant areas.
15. Participate in workshops, conferences, and District and state meetings as appropriate.
16. Keep well-informed and up-to-date about trends and developments in research and evaluation theory and practices.
17. Keep up-to-date on state mandates and priorities as they relate to assigned responsibilities.

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EVALUATION COORDINATOR (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions
18. Serve on District committees and task forces in support of District initiatives and priorities.
19. Maintain appropriate records and documentation of activities and measurement instruments used.
20. Keep the Director of Research, Evaluation, and Policy informed of potential problems, events of an unusual nature, or pertinent data and facts.
21. Perform other duties as assigned.

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5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions
22. Maintain and model high standards of professional conduct.
23. Contribute to department planning activities, including short- and long-term goals, budget, personnel selection, and use of resources.
24. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
25. Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
26. Facilitate problem-solving by individuals or groups.

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EVALUATION COORDINATOR (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.

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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.
The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.

Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

(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.

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EVALUATION COORDINATOR (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**