

**SCHOOL DISTRICT OF GADSDEN COUNTY**

**DIRECTOR OF ELEMENTARY EDUCATION**

PERFORMANCE APPRAISAL

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. SERVICE DELIVERY**

**Category Definitions**

1. Assist select principals in supervising, developing and implementing the District Pre-Kindergarten – 6 instructional program.
2. Oversee the formulation of school improvement plans of all elementary schools.
3. Monitor progress of implementation of school improvement plans and provide assistance upon request of the principal.
4. Coordinate and assist with the adoption, development, revision, and publication of instructional program materials.
5. Review student assignment procedures, organizational patterns and scheduling of staff and students at elementary schools.
6. Visit elementary schools, including classrooms.
7. Coordinate Southern Association of Colleges and Schools accreditation activities for elementary schools.
8. Supervise the District’s Pre-Kindergarten program.
9. Write, coordinate, and evaluate grants for elementary schools.
10. Recommend and coordinate program of instruction for elementary schools.
11. Manage and monitor grant budgets as assigned.
12. Coordinate special projects as needed.
13. Provide assistance for the implementation of the District’s Pupil Progression Plan.

**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 ELEMENTARY EDUCATION (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

- 14. Promote and monitor the articulation of elementary programs.
- 15. Serve as liaison between the elementary schools, the District, and the Florida Department of Education.
- 16. Coordinate and collaborate with other District-level staff to ensure consistency of purpose and practice.
- 17. Meet regularly with school principals.
- 18. Interface with community agencies as necessary or appropriate.
- 19. Assist in maintaining appropriate coordination among the basic instructional program and various special programs.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

**Category Definitions**

- 20. Keep well informed about current trends in elementary education.
- 21. Assist in the development, implementation, and evaluation of staff development activities.
- 22. Promote and support professional development for self and others.
- 23. Attend meetings and conferences which promote professional growth and will benefit the District.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**DIRECTOR OF ELEMENTARY EDUCATION (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 24. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- 25. Prepare or oversee the preparation of all required reports and maintain all required records.
- 26. Serve on District committees as assigned.
- 27. Assist in interviewing and recommending personnel.
- 28. Assist in the interpretation of policies, programs, and goals to staff and the public.
- 29. Provide input for the development of the District budget.
- 30. Perform other duties as assigned.

**Source Code** (circle choices)

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

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 31. Provide leadership and direction for the planning, development, implementation, and evaluation of the District's instructional program.
- 32. Assist school in resolving problems and satisfactorily addressing complaints.
- 33. Provide leadership to school administrators in matters of emerging curriculum / instructional issues.
- 34. Model and maintain high standards of professional conduct.
- 35. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 36. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 37. Assist in the development of administrative guidelines for elementary schools.

**Source Code** (circle choices)

- |                                      |                                |                                  |                                                    |                              |                                 |
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**DIRECTOR OF ELEMENTARY EDUCATION (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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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**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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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**DIRECTOR OF ELEMENTARY EDUCATION (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**