

SCHOOL DISTRICT OF GADSDEN COUNTY

SPECIAL NEEDS COORDINATOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Plan and develop programs and services for students and adults who are single parent / displaced homemakers and single pregnant women which will enroll them in high wage training programs that will lead to economic self-sufficiency for these heads of households.
2. Establish short- and long-range plans based on student / adult and their family needs and District, state and federal requirements.
3. Plan intervention strategies that are clearly related to identified needs.

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

SPECIAL NEEDS COORDINATOR (Continued)**2. ADMINISTRATIVE / MANAGEMENT****Category Definitions**

4. Use appropriate technology effectively.
5. Maintain accurate and current file of community agencies and contact persons.
6. Demonstrate organizational skills, establish priorities and plan for contingencies.
7. Prepare and maintain records and referrals.
8. Interpret policies, programs and procedures related to participation in non-traditional vocational courses which lead to high skill / high wage careers.
9. Recruit program funds from grant writing and community proposals.
10. Recruit job Business Partners from community.
11. Recruit employers to be involved in on-going internship programs.

Source Code (circle choices)

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Rating Code (circle one)

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

3. ASSESSMENT / EVALUATION**Category Definitions**

12. Screen applicants for financial need, based on Florida Income Eligibility Guidelines.
13. Assess suitability of applicants selected for training through vocational testing and vocational counseling prior to participants enrolling in vocational program.
14. Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
15. Access client records on a need-to-know basis and protect their confidentiality.

Source Code (circle choices)

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SPECIAL NEEDS COORDINATOR (Continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

- 16. Use appropriate intervention and service coordination techniques that address the specific needs of the student / adult.
- 17. Provide program orientation sessions, presentations to community agencies, schools, neighborhood action groups, etc., to increase general awareness and increase enrollment in program.
- 18. Provide on-going employability skills training for all program participants.
- 19. Teach employability skills interactive curriculum (grades 9 to adult).
- 20. Recruit potential adult clients for vocational training.
- 21. Assist all participants in job search for up to six (6) months following successful completion of course of study.

Source Code (circle choices)

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5. COLLABORATION

Category Definitions

- 22. Facilitate enrollment of non-English speaking applicants through liaison with varied ESOL based programs specific to Gadsden County.
- 23. Work closely with WAGES, Child and Family Services, and other community-based organizations to ensure program participant potential is maximized and that there is no duplication of service.
- 24. Facilitate service delivery by home visits, telephone calls and other contacts.
- 25. Monitor progress of enrolled participants by maintaining contact with instructors and students to assist in overcoming any barriers to on-going learning that might arise.

Source Code (circle choices)

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SPECIAL NEEDS COORDINATOR (Continued)**6. STAFF DEVELOPMENT****Category Definitions**

26. Initiate and participate in inservice training and research relevant to position.
 27. Demonstrate professional growth and continuous improvement of professional knowledge and skills.

Source Code (circle choices)

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7. PROFESSIONAL RESPONSIBILITIES**Category Definitions**

28. Establish and maintain continuous professional relationships with community and social agencies.
 29. Keep appointments and follow up on commitments.
 30. Submit accurate reports in a timely manner and maintain all appropriate records.
 31. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
 32. Stay abreast of current job market trends and skills required for entry level jobs and the availability of those opportunities in Gadsden County and surrounding counties.
 33. Perform other duties as assigned.

Source Code (circle choices)

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SPECIAL NEEDS COORDINATOR (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

34. Conduct services in a manner which ensures that student growth / achievement is continuous and appropriate for age group, subject area and / or student program classification. Indicators may include: case history and follow-up reports, test results, professional team interaction and analysis reports, documented interaction, student discipline records, attendance reports and others deemed appropriate by the District and / or required by adopted curriculum.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure 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.

Source Code (circle choices)

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9. 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.

Source Code (circle choices)

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SPECIAL NEEDS 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**