

SCHOOL DISTRICT OF GADSDEN COUNTY

ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES AND STAFF DEVELOPMENT

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

I. SERVICE DELIVERY

Category Definitions

1. Oversee investigations in matters of possible violations of the Professional Code of Ethics and make recommendations to the Superintendent regarding appropriate employment action / discipline.
2. Handle personnel grievances.
3. Assure that all staff development information, records and materials are correct and disseminate as appropriate.
4. Plan, organize and implement training activities and programs for all District initiatives.
5. Develop, keep current and implement the Gadsden District Human Resource Management and Development System (HRMD) for the Districts preparing new principals program.
6. Plan, organize, schedule, provide and coordinate the two-year training process for the HRMD core training applicants.
7. Provide training in the use of the HRMD program for principals, directors, supervisors, coordinators and any other appropriate personnel.

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

**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES
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2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

8. Maintain regular liaison with the State Department of Education and other agencies concerned with employee relations and staff development.
9. Assist in interpreting Florida statutes, State Board of Education rules, Gadsden County School Board policy to employees and the community.
10. Interpret staff development programs, objectives, and needs to the District staff, School Board, principals, school facilities, civic and parent groups, teacher training institutions and others.
11. Plan with directors, principals, teachers and other personnel to establish training needs for local schools and future goals for all personnel.
12. Arrange for training activities for administrators directors, and other staff personnel based on their identified professional growth needs or the District established priorities.
13. Develop and keep current the program for certifying substitute teachers for the District and arrange for the necessary training activities.
14. Coordinate the training initiatives of all other District personnel (e.g., directors, school personnel, parents, etc.) through the record keeping process.
15. Develop, keep current and implement the Gadsden District Professional Orientation Plan (to include the state competencies) for beginning teachers.
16. Coordinate the National Board Certification (NBC) process and work closely with teachers who enter the rigorous process which includes extensive professional growth experiences for the applicants.

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**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES
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3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

17. Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation, and labor relations case laws concerned with collective bargaining and employee relations.
18. Coordinate inservice training for management in contract administration and grievance procedures.
19. Assist in the implementation of the Gadsden County Human Resources Management Development System.
20. Promote and support professional development for self and others.
21. Attend meetings and conferences that promote professional growth and will benefit the District.
22. Develop a training budget for allocated funds based on the prioritized needs of the District.
23. Coordinate the revision of the personnel assessment forms, submit annual updates to the State Department of Education and provide appropriate training in the use of the instruments for applicable personnel.
24. Provide the necessary training to appropriate personnel to assist with proper implementation of the professional development system.
25. Receive, disseminate to directors, collect, sign, return to universities the appropriate forms and keep records of student teachers on file for future reference.
26. Plan celebrations for teachers who complete the NBC process and appropriate recognition for those who actually receive national board certification.
27. Coordinate the pre-service program in the District by working with District directors and colleges and universities personnel to provide field experiences for student teachers within the District.
28. Develop, keep updated and present annually to the School Board, the Gadsden District Master Plan for Staff Development.
29. Provide training on the annual update for the Master Plan to directors, principals, curriculum coordinators, school facilities and others as needed.
30. Conduct annual evaluations of the Master Plan for Staff Development as it relates, and revise as necessary to better meet the needs of the District.
31. Conduct annual evaluations of the HRMD program and revise process as necessary.
32. Conduct annual evaluations of the professional development plan process.

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**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES
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4. SYSTEMIC FUNCTIONS

Category Definitions

- 33. Assist the Superintendent in developing and implementing procedures to comply with regulations and policies adopted by the School Board, with particular attention to those related to collective bargaining.
- 34. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- 35. Prepare or oversee the preparation of all required reports and maintain all required records.
- 36. Demonstrate support for the District's goals and priorities.
- 37. Keep the Deputy Superintendent and other appropriate personnel informed about potential problems, unusual events, or opportunities for improvement.
- 38. Perform other duties as assigned.

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**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES
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5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

- 39. Assist the Superintendent in the formulation and implementation of strategic planning.
- 40. Serve on the Superintendent’s Executive Leadership Team.
- 41. Model and maintain high standards of professional conduct.
- 42. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 43. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 44. Facilitate problem solving by groups or individuals.
- 45. Work with secretary for the department to develop and set guidelines for record keeping procedures for training records of all personnel.
- 46. Establish goals and objectives for training programs and projects for District-wide initiatives.
- 47. Develop guidelines for the use of training funds and monitor the proper use of funding through the record keeping process.
- 48. Develop, keep current and monitor the appropriate use of the Gadsden District Professional Development System in connection with the use of training funds.
- 49. Set criteria for participation in the HRMD program, arrange for the screening activities, and select persons for the program based on criteria.
- 50. Provide opportunity for qualifying persons to document competencies necessary for principal certification under the supervision of trained, competent principals.

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**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES
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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.

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**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES
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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