

**SCHOOL DISTRICT OF GADSDEN COUNTY**

**SUPERVISOR OF HUMAN RESOURCES**

PERFORMANCE APPRAISAL

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

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

**1. SERVICE DELIVERY**

**Category Definitions**

1. Plan, direct and monitor the applications and employment process of employees.
2. Plan and direct employee recruitment / retention progress and visitations.
3. Maintain a current application file on prospective candidates for employment.
4. Plan, organize and coordinate contract management and legal proceedings.
5. Coordinate efforts to comply with laws and regulations prohibiting discrimination while serving as equity coordinator.
6. Conduct investigations in matters of Professional Code of Ethics violations and make recommendations to the Deputy Superintendent regarding appropriate employee discipline.
7. Serve on criminal history committee to interview personnel and make recommendations for future or continued employment to the Deputy Superintendent.
8. Coordinate programs related to medical and dental insurance coverage for employees.
9. Coordinate the drug-testing program for eligible employees.
10. Work with principals, along with the Deputy Superintendent and finance officer, on staffing levels for schools based on FTE.

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

## SUPERVISOR OF HUMAN RESOURCES (Continued)

**2. INTERAGENCY COMMUNICATION AND DELIVERY****Category Definitions**

11. Work cooperatively with other administrators on problems of mutual interest and concerns of personnel.
12. Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in schools.
13. Maintain regular liaison with State Department of Education officials and other agencies concerned with employee relations.
14. Coordinate with colleges, universities, and career guidance offices regarding personnel needs of 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> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**3. PROFESSIONAL GROWTH AND IMPROVEMENT****Category Definitions**

15. Conduct, with assistant, District orientation programs for new employees.
16. 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.
17. Coordinate inservice training for management in contract administration and grievance procedures.
18. Assist in the implementation of the Gadsden County Human Resources Management Development System.
19. Keep up-to-date and well-informed about trends, best practices, laws, regulations, and policies concerning personnel issues.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

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

**SUPERVISOR OF HUMAN RESOURCES (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 20. Serve on collective bargaining team.
- 21. Assist the Deputy Superintendent in the formulation, development and implementation of procedures to comply with regulations and policies adapted by the School Board that are related to collective bargaining.
- 22. Assist the Deputy Superintendent in developing and implementing procedures to keep the School Board informed of the status of negotiations and secure School Board reactions on negotiation proposals.
- 23. Maintain current and past employee personnel records.
- 24. Prepare and submit all required reports in a timely manner and maintain all appropriate records.
- 25. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- 26. Perform other duties as assigned.

**Source Code** (circle choices)

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

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 27. Exercise proactive leadership in planning, implementation, and evaluation of Human Resource Service in the District.
- 28. Facilitate problem-solving by individuals or groups.
- 29. Use appropriate interpersonal styles and methods to guide individuals and groups to accomplish tasks.
- 30. Anticipate problems and design processes and procedures to address them.
- 31. Assist in the development of policies, procedures, and administrative guidelines for the District.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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**SUPERVISOR OF HUMAN RESOURCES (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.**

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

**SUPERVISOR OF HUMAN RESOURCES (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**