

SCHOOL DISTRICT OF GADSDEN COUNTY

DIRECTOR OF STUDENT SERVICES

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Direct the planning, implementation, and evaluation of the District's comprehensive program of student services and the effective and efficient delivery of services.
2. Oversee the discipline policy of the District.
3. Coordinate District guidance and counseling programs.
4. Coordinate the District's health services plan, including collaboration with the County Health Department.
5. Coordinate the District's attendance program and monitor compliance with attendance laws and policies.
6. Oversee the annual revision and dissemination of the Student Code of Conduct.
7. Direct the Career Education program.
8. Assist school principals in the development and delivery of a coordinated system of student services to meet individual school needs.
9. Assist in the development of a District-wide program of safety education and accident prevention.

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 STUDENT SERVICES (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

- 10. Coordinate the efforts of student services personnel with services provided by various community agencies.
- 11. Interpret the student services program to school personnel and the community.
- 12. Oversee the processing of attendance referrals to Children and Family Services and the State Attorney’s office.
- 13. Serve as liaison with the Florida Department of Education in matters related to student services.
- 14. Work with various health agencies in the community, both public and private, in implementing the health services offered to students in the public schools.
- 15. Coordinate and interpret District rules / policies and state laws and rules pertaining to discipline, guidance, health services, attendance, and other areas assigned to the Student Services Department.

Source Code (circle choices)

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

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

- 16. Assist with inservice activities for student services personnel.
- 17. Keep abreast of laws, rules, and policies related to assigned student services area.
- 18. Keep abreast of current trends and best practices in the development and delivery of student services.
- 19. Attend meetings, workshops and conferences for professional development and which will benefit the District.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

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

DIRECTOR OF STUDENT SERVICES (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

- 20. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 21. Assist in the development of administrative guidelines and policies for Student Services.
- 22. Prepare all required reports and maintain all appropriate records.
- 23. Demonstrate support for the District's goals and priorities.
- 24. Keep the Deputy Superintendent informed about potential problems, unusual events, or possible opportunities.
- 25. Perform other duties as assigned.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

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

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

- 26. Provide leadership and direction for the planning, implementation or evaluation of student services, including guidance, social work, and attendance services.
- 27. Demonstrate initiative in recognizing needs, problems, or potential for improvement and take appropriate action.
- 28. Model and maintain high standards of professional conduct.
- 29. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 30. Contribute to District planning activities, including providing input into short- and long-term goals and objectives, budget, and use of resources.

Source Code (circle choices)

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Rating Code (circle one)

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

DIRECTOR OF STUDENT SERVICES (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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Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

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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Rating Code (circle one)

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DIRECTOR OF STUDENT SERVICES (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**