

SCHOOL DISTRICT OF GADSDEN COUNTY

SUPERVISOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Prepare and monitor the budget for all assigned areas.
2. Monitor and maintain accurate and required financial and informational reports and records to ensure compliance provisions of projects and grants.
3. Assist in the assessment, coordination and delivery of ongoing services (training, school-based, programmatic) of school and District personnel.
4. Assist in facilitating and coordinating, when appropriate, information for response to fact-finding inquiries, mediation or complaints.
5. Coordinate the planning, implementation, articulation and evaluation of assigned areas of responsibility.

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
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SUPERVISOR (Continued)

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

6. Serve as a resource person to interpret services offered to school personnel and the community.
7. Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
8. Maintain a close working relationship with District-based and school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
9. Represent the District in various community committees and activities.

Source Code (circle choices)

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

Rating Code (circle one)

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

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

10. Assist in the development, implementation and evaluation of staff development activities.
11. Assist in the coordinating and conducting of inservice.
12. Set high standards and expectations for self and others.
13. Keep up-to-date and well informed about trends and best practices in assigned areas.
14. Maintain a network of peer contacts through professional organizations.
15. Promote and support the professional growth of self and others.

Source Code (circle choices)

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

Rating Code (circle one)

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

SUPERVISOR (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

- 16. Evaluate offerings in specialty areas and assist in developing short- and long-range plans.
- 17. Provide input to appropriate personnel regarding upcoming plans, program coordination and service area developments.
- 18. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 19. Prepare all required reports and maintain all appropriate records.
- 20. Perform other duties as assigned.

Source Code (circle choices)

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- D. Training Programs Competency Acquisition
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- F. Confirmed Observation

Rating Code (circle one)

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

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

- 21. Supervise compliance with all local, state and federal policies, laws, rules and regulations related to the assigned area.
- 22. Assist in the development of activities designed to achieve priority goals identified through the District's planning process.
- 23. Provide leadership, direction and coordination of initiatives which support the vision and mission of the District and the enhancement of student learning.

Source Code (circle choices)

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SUPERVISOR (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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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)

Unsatisfactory Needs Improvement Effective Very Effective Outstanding

SUPERVISOR (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**

