

SCHOOL DISTRICT OF GADSDEN COUNTY

PERFORMANCE APPRAISAL

COORDINATOR – HEALTH, DRUG-FREE SCHOOLS AND ATHLETICS

Name _____ Position _____

School / Dept. _____ School Year _____

I. SERVICE DELIVERY

Category Definitions

- (1) Plan and develop drug-free and athletic programs and health services for the district.
- (2) Establish short- and long-range plans based on student health needs, district, state and federal requirements.
- (3) Plan intervention strategies that are clearly related to identified needs.
- (4) Serve as the liaison/contact between the Florida High School Athletics Association and the school district in matters that come before the bodies
- (5) Coordinate all health services, athletics, and drug free schools program for the district

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

COORDINATOR – HEALTH, DRUG-FREE SCHOOLS AND ATHLETICS

2. ADMINISTRATIVE / MANAGEMENT

Category Definitions

- (6) Maintain accurate and current file of community agencies and contact persons.
- (7) Demonstrate organizational skills, establish priorities and plan for contingencies.
- (8) Develop and maintain a directory of health care agencies, drug free programs, athletic coordinators and specific contracts available to the school district
- (9) Prepare and maintain records and referrals.
- (10) Interpret educational policies, programs and procedures related to health, drug-free schools, and athletic services.
- (11) Serve as a liaison between the School District and the coordinators of all athletic, drug free and health programs to ensure that all eligible children are able to participate in programs.

Source Code (circle choices)

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

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
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3. ASSESSMENT / EVALUATION

Category Definitions

- (12) Use appropriate evaluation instruments, convey results and recommend interventions.
- (13) Conduct interviews with students and parents in school and home settings.
- (14) Gather data from a variety of sources; i.e., students, parents, school personnel, local health care, drug rehabilitation centers, and mental health providers.
- (15) Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
- (16) Access student records on a need-to-know basis and protect their confidentiality.
- (17) Assist in early identification of students' school-related problems.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|----------------------------------------------------|------------------------------|---------------------------------|
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COORDINATOR – HEALTH, DRUG-FREE SCHOOLS AND ATHLETICS

4. INTERVENTION / DIRECT SERVICES**Category Definitions**

- (18) Identify and provide for appropriate health services for children and families.
 (19) Work with parents and schools to resolve conflicts.
 (20) Accompany parents to service agencies when appropriate.
 (21) Supervise the preparation and implementation of health, drug free, and athletic related grants.

Source Code (circle choices)

- G. Behavioral Event Interview H. Direct Documentation I. Indirect Documentation J. Training Programs Competency Acquisition K. Evaluatee Provided L. Confirmed Observation

Rating Code (circle one)

- Unsatisfactory Needs Improvement Effective Very Effective Outstanding

5. COLLABORATION**Category Definitions**

- (22) Collaborate with parents and other staff in the implementation of drug free, health, and athletic programs and services for students.
 (23) Apply knowledge of effective consultation procedures in working with parents, students and others.
 (24) Work with existing interagency community service groups to identify service gaps and to collaboratively facilitate maximum delivery and impact.
 (25) Work collaborative with all external agencies in the provision of health services, athletics program, and safe and drug free school.
 (26) Collaborate with district/school personnel as may be needed in the provision of health services.
 (27) Serve as District-level contact for principals and teachers regarding students with health problems and communicable disease.

Source Code (circle choices)

- M. Behavioral Event Interview N. Direct Documentation O. Indirect Documentation P. Training Programs Competency Acquisition Q. Evaluatee Provided R. Confirmed Observation

Rating Code (circle one)

- Unsatisfactory Needs Improvement Effective Very Effective Outstanding

COORDINATOR – HEALTH, DRUG-FREE SCHOOLS AND ATHLETICS

6. STAFF DEVELOPMENT**Category Definitions**

- (28) Initiate and participate in in-service training and research relevant to position.
 (29) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
 (30) Inform school personnel how health, drug-free, and athletic services may be used in planning and evaluating programs for students and procedures for referrals or assistance.

Source Code (circle choices)

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| S. Behavioral Event Interview | T. Direct Documentation | U. Indirect Documentation | V. Training Programs Competency Acquisition | W. Evaluatee Provided | X. Confirmed Observation |
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Rating Code (circle one)

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7. PROFESSIONAL RESPONSIBILITIES**Category Definitions**

- (31) Establish and maintain continuous professional relationships with community and drug-free, athletic and health / mental health agencies.
 (32) Serve on panels, committees or boards of community agencies.
 (33) Keep appointments and follow up on commitments.
 (34) Maintain effective interpersonal relationships and communication with students, parents and staff.
 (35) Submit accurate reports in a timely manner and maintain all appropriate records.
 (36) Keep abreast of latest research relating to health, drug-free schools, and athletics related to student needs.
 (37) Perform other duties as assigned.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|-----------------------------------|-----------------------------------------------------|-------------------------------|----------------------------------|
| Y. Behavioral Event Interview | Z. Direct Documentation | AA. Indirect Documentation | BB. Training Programs Competency Acquisition | CC. Evaluatee Provided | DD. Confirmed Observation |
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Rating Code (circle one)

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COORDINATOR – HEALTH, DRUG-FREE SCHOOLS AND ATHLETICS

8. STUDENT GROWTH / ACHIEVEMENT

Category Definitions

(38) Conduct health, drug-free and athletic services programs in a manner that ensures that student growth and achievement are continuous and appropriate for age group and/or student program classification.

Source Code (circle choices)

EE. Behavioral Event Interview	FF. Direct Documentation	GG. Indirect Documentation	HH. Training Programs Competency Acquisition	II. Evaluatee Provided	JJ. Confirmed Observation
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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
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9. STUDENT GROWTH 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)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
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COORDINATOR – HEALTH, DRUG-FREE SCHOOLS AND ATHLETICS

10. 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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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

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**