

**SCHOOL DISTRICT OF GADSDEN COUNTY**

**DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION**

PERFORMANCE APPRAISAL

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

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

**1. SERVICE DELIVERY**

**Category Definitions**

1. Assure that all due caution and procedures for due process have been afforded the parents of students as it relates to the exceptional student education program.
2. Initiate new programs and continuously plan for an expanded program for exceptional students.
3. Promote adequate procedures for referral and identification of exceptional students.
4. Serve as administrator for the development of all state and federal grants related to exceptional student programs and services.
5. Plan with principals in providing appropriate programs and related services for exceptional students.
6. Supervise the coordination of transportation for students in county and multi-District programs.
7. Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in exceptional student education programs.
8. Monitor the articulation of exceptional student education programs.

**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 EXCEPTIONAL STUDENT EDUCATION (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

- 9. Supervise the coordination of appropriate Child Find, interagency, and intervention services for all eligible children aged birth to five.
- 10. Provide administration for students participating in multi-district programs.
- 11. Serve as a resource person to interpret exceptional student education and student services programs to school personnel and the community.
- 12. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- 13. Establish and maintain a close working relationship with community and governmental agencies to coordinate exceptional education services to students and families.
- 14. Work closely with federal programs, elementary education and secondary education to ensure coordination of efforts.

**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. Assure the provision of inservice training programs for Exceptional Student Education personnel.
- 16. Keep up-to-date and well-informed about trends and best practices, including changes in statutes, rules, and policies related to Exceptional Student Education.
- 17. Maintain a network of peer contacts through professional organizations.
- 18. Promote and support the professional growth of self and others.
- 19. Assist principals and other appropriate personnel in keeping abreast of requirements and best practices in Exceptional Student Education.

**Source Code** (circle choices)

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

**DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 20. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- 21. Assist in projecting F.T.E. and personnel needs for Exceptional Student Education programs.
- 22. Provide input in the planning, modification, and construction of educational facilities.
- 23. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- 24. Assist in the recruitment, recommendation and supervision of Exceptional Student Education personnel and assess the need for additional personnel.
- 25. Maintain a budget and provide allocations for assigned Exceptional Student Education staff.
- 26. Perform other duties as assigned.

**Source Code** (circle choices)

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

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 27. Provide leadership and direction for the planning, implementation, and evaluation of Exceptional Student Education programs and services.
- 28. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 29. Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
- 30. Model and maintain high standards of professional conduct.
- 31. Contribute to District planning activities, including setting goals and objectives and use of resources.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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**DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION (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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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**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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**DIRECTOR OF EXCEPTIONAL STUDENT EDUCATION (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**