

SCHOOL DISTRICT OF GADSDEN COUNTY

HUMAN RESOURCE SPECIALIST

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

I. SERVICE DELIVERY

Category Definitions

- * (1) Orient new employees to available benefits according to position and assist them with completion of new employee packets.
- * (2) Maintain a current application file on prospective candidates for employment
- * (3) Assist in the implementation of the District's insurance program to include maintaining current files for all employee and retiree insurance.
- * (4) Process life insurance claims
- * (5) Verify insurance coverage to hospitals and physicians
- * (6) Disseminate information for Cobra participation
- * (7) Prepare list of personnel changes monthly and reappointment of personnel annually for School Board action
- * (8) Distribute Teacher Certification applications and assist with filing of applications
- * (9) Provide information to teachers regarding certification examinations
- * (10) Serve as Certification Contact for the District
- * (11) Process substitute teacher applications and ensure that all requirements are met before issuance of a certificate
- * (12) Keep certification records current for employed personnel where applicable.
- * (13) Renew professional teaching certificates on-line with Department of Education (DOE)
- * (14) Update personal information on-line at DOE
- * (15) Track certification areas to be renewed
- * (16) Design and prepare non-degree Vocational Certificate
- * (17) Track and notify employees and administrators of expiring certificates
- * (18) Receive and record payments for substitute, vocational and professional teaching certificates
- * (19) Remain up-to-date on Department of Education (DOE) requirements for professional development and certification
- * (20) Prepare and maintain all required reports
- * (21) Calculate grade point averages for Educational Paraprofessional and Substitute Teacher applicants
- * (22) Design and prepare Substitute Certificates
- * (23) Keep eligible substitute teacher listing current
- * (24) Maintain, calculate, and evaluate inservice/college courses for renewal of professional certificates
- * (25) Maintain and disseminate information relative to inservice and certification procedures and requirements
- * (26) Maintain computerized records of inservice activity for professional certificate renewal
- * (27) Process inservice requests
- * (28) Assist with scheduling and arrangements for inservice activities
- * (29) Schedule, arrange, and set up rooms for training activities as directed by Supervisor
- * (30) Provide training to individual personnel as required
- * (31) Assist in the normal day-to-day operations of the Electronic Professional Development System
- * (32) Design and maintain Human Resource website
- * (33) Ensure consistency and accuracy of all online publications

- * (34) Create new content for the website
- * (35) Provide electronic design support for paper-based documents
- * (36) Translate informational content into a website format
- * (37) Create or edit images and graphics for website use
- * (38) Determine all digital coding requirements for site creation including forms and specialized scripts
- * (39) Coordinate with programmers for specialized scripts
- * (40) Code website using HTML, or GUI design software
- * (41) Make changes to the website as directed by the supervisor
- * (42) Maintain a close working relationship with District-based and school personnel to ensure accurate information exchange
- * (43) Provide help-desk support as needed to end-users

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

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- * (44) Keep current on all rule changes and other information relative to certification and professional development
- * (45) Type and mail communiqués as directed by Supervisor
- * (46) Maintain confidentiality of employee and department matters
- * (47) Maintain effective communications with District personnel and the public
- * (48) Keep immediate supervisor informed about problems or unusual events
- * (49) Exercise good judgment

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**

- * (50) Maintain a working knowledge of state/federal laws and regulations that impact certification/professional development
- * (51) Participate in workshops, conferences, and meetings to keep current and well informed about trends and changes in areas of responsibility
- * (52) Assist others in their professional growth

Source Code (circle choices)

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

Rating Code (circle one)

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

4. SYSTEM SUPPORT**Category Definitions**

- * (53) Complete records and reports efficiently and effectively
- * (54) Demonstrate cooperation and teamwork
- * (55) Demonstrate support for the School District and its goals and priorities
- (56) Perform other duties as assigned

Source Code (circle choices)

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

Rating Code (circle one)

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

5. 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 |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

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