

SCHOOL DISTRICT OF GADSDEN COUNTY

ATTENDANCE ASSISTANT

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

- *(1) Assist in providing leadership and direction for attendance and character programs
- *(2) Assist in the development and implementation of a proven attendance and character program.
- *(3) Coordinate and plan activities and strategies that will help students and parents remove barriers to good attendance and character, including home visits and in small-group or one-on-one settings.
- *(4) Assist in the preparation of the long-range plans for the attendance and character program.
- *(5) Assist schools and school personnel in the implementation of the attendance and character program.
- *(6) Provide the school and outside communities, through meetings and written materials, information that will keep school personnel, students, parents and community organizations informed and up-to-date regarding the attendance and character program.
- *(7) Collect documentation for required program reports.
- *(8) Ensure that the programs meet their stated outcomes, objectives, and goals and are aligned with the District Strategic Plan and the school's leadership plan for attendance and character.

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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Attendance Assistance (continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

- * (9) Provide data and appropriate reports to students, parents, school personnel and community organizations in a timely manner.
- * (10) Meet with school and district personnel, students, parents, and community leaders to share information and address issues.
- * (11) Coordinate with community resources and service agencies as appropriate.
- * (12) Develop and disseminate program information, as necessary.

Source Code (circle choices)

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

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

- * 13 Develop and maintain a thorough knowledge of effective implementation strategies
- * 14 Demonstrate support for District's goals and priorities.
- * 15 Attend professional development training as needed.

Source Code (circle choices)

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

Rating Code (circle one)

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

Attendance Assistance (continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

- *(16) Prepare documentation for required reports, charts, etc.
- *(17) Keep the Principal and school leadership team informed about problems, concerns and unusual issues.
- *(18) Provide input to the attendance and character education program about the evaluation of program objectives and goals.
- (19) Perform other duties as assigned/required.

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

- *(20) Model and maintain high standards of professional conduct.
- *(21) Demonstrate initiative in recognizing needs or potential improvements; be prepared to take appropriate action.
- *(22) Provide leadership to participating school staff and personnel, parents and the community.

Source Code (circle choices)

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

Rating Code (circle one)

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

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

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

Attendance Assistance (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