

SCHOOL DISTRICT OF GADSDEN COUNTY

DIRECTOR OF SECONDARY EDUCATION

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Assist school principals in supervising, developing and implementing the District Grades 6 – 12 instructional program.
2. Oversee the formulation of School Improvement Plans of all secondary schools.
3. Monitor progress of implementation of School Improvement Plans and provide assistance upon request of the principal.
4. Coordinate and assist with the adoption, development, revision, and publication of instructional program materials.
5. Review student assignment procedures, organizational patterns and scheduling of staff and students at secondary schools.
6. Visit secondary schools, including classrooms.
7. Coordinate Southern Association of Colleges and Schools accreditation activities for secondary schools.
8. Write, coordinate, and evaluate grants for secondary schools.
9. Recommend and coordinate program of instruction for secondary schools.
10. Manage and monitor grant budgets as assigned.
11. Coordinate special projects as needed.
12. Provide assistance for the implementation of the District’s Pupil Progression Plan.

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 SECONDARY EDUCATION (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

- 13. Promote and monitor the articulation of secondary programs.
- 14. Serve as liaison between the secondary schools, the District, and the Florida Department of Education.
- 15. Coordinate and collaborate with other District-level staff to ensure consistency of purpose and practice.
- 16. Meet regularly with school principals.
- 17. Interact with community agencies as necessary or appropriate.
- 18. Assist in maintaining appropriate coordination among the basic instructional program and various special programs.
- 19. Serve as District contact for charter schools and chair the Charter Schools Committee.

Source Code (circle choices)

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

Rating Code (circle one)

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

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

- 20. Keep well informed about current trends in secondary education.
- 21. Assist in the development, implementation, and evaluation of staff development activities.
- 22. Promote and support professional development for self and others.
- 23. Attend meetings and conferences which promote professional growth and will benefit the District.

Source Code (circle choices)

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

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

DIRECTOR OF SECONDARY EDUCATION (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

- 24. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- 25. Prepare or oversee the preparation of all required reports and maintain all required records.
- 26. Serve on District committees as assigned.
- 27. Assist in interviewing and recommending personnel.
- 28. Assist in the interpretation of policies, programs, and goals to staff and the public.
- 29. Provide input for the development of the District budget.
- 30. Perform other duties as assigned.

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

- 31. Provide leadership and direction for the planning, development, implementation, and evaluation of the District's instructional program.
- 32. Assist schools in resolving problems and satisfactorily addressing complaints.
- 33. Provide leadership to school administrators in matters of emerging curriculum / instructional issues.
- 34. Model and maintain high standards of professional conduct.
- 35. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 36. Use appropriate interpersonal styles and methods to guide individuals or groups to task accomplishment.
- 37. Assist in the development of administrative guidelines for secondary schools.

Source Code (circle choices)

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Rating Code (circle one)

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

DIRECTOR OF SECONDARY 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, teamsmanship 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)

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|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| 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)

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DIRECTOR OF SECONDARY 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**