

**SCHOOL DISTRICT OF GADSDEN COUNTY**

**ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES**

PERFORMANCE APPRAISAL

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

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

**1. SERVICE DELIVERY**

**Category Definitions**

1. Oversee collective bargaining activities, including negotiations, contract management, and legal proceedings.
2. Direct and monitor the processing of leave requests in accordance with laws, rules, School Board policy, and collective bargaining agreements.
3. Coordinate student expulsions in accordance with School Board policy.
4. Conduct investigations in matters of possible violations of the Professional Code of Ethics and make recommendations to the Superintendent regarding appropriate employment action / discipline.
5. Handle personnel grievances.
6. Coordinate implementation of the District's Management Information System.
7. Approve requests for special use of the District's transportation system.
8. Supervise the overall operation of administrative services including transportation, facilities, human resources, and school food service.

**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 |
|----------------|-------------------|-----------|----------------|-------------|

**ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

- 9. Maintain regular liaison with the State Department of Education and other agencies concerned with employee relations.
- 10. Assist the Superintendent in developing and implementing procedures to keep the School Board informed of the status of negotiations and to secure School Board input on negotiation proposals.
- 11. Coordinate regularly scheduled principal and / or staff meetings.
- 12. Assist in interpreting Florida Statutes, State Board of Education rules, Gadsden County School Board policy to employees and the community.

**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**

- 13. Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation, and labor relations case laws concerned with collective bargaining and employee relations.
- 14. Coordinate inservice training for management in contract administration and grievance procedures.
- 15. Assist in the implementation of the Gadsden County Human Resources Management Development System.
- 16. Promote and support professional development for self and others.
- 17. Attend meetings and conferences which promote professional growth and will benefit the District.

**Source Code** (circle choices)

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

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

**ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 18. Assist the Superintendent in developing and implementing procedures to comply with regulations and policies adopted by the School Board, with particular attention to those related to collective bargaining.
- 19. Provide information and advice to the Superintendent on the status of administrative services and the use of resources for these services.
- 20. Assist in the preparation of the School Board agenda.
- 21. Assist the Superintendent in organizational analysis and development.
- 22. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- 23. Prepare or oversee the preparation of all required reports and maintain all required records.
- 24. Perform other duties as assigned.

**Source Code** (circle choices)

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

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 25. Assist the Superintendent in the formulation and implementation of strategic planning.
- 26. Provide leadership, oversight, and direction for administrative services in the District.
- 27. Serve on the Superintendent's Executive Leadership Team.
- 28. Model and maintain high standards of professional conduct.
- 29. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 30. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 31. Facilitate problem solving by groups or individuals.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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**ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES (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.**

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

**ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES (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**