

# SCHOOL DISTRICT OF GADSDEN COUNTY

## PROGRAM ASSISTANT – FEDERAL PROGRAMS

### PERFORMANCE APPRAISAL

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

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

### 1. SERVICE DELIVERY

#### Category Definitions

1. Assist Title I Program Specialist in implementing, monitoring and evaluating the Title I program and services of the program according to program requirements, policies and procedures.
2. Assist in providing services for the children receiving supplemental instructional services.
3. Coordinate the acquisition of materials and equipment for Title I program.
4. Assist with the preparation of materials for use in the program.
5. Assist in providing individual and small group instruction in learning activities.
6. Assist in providing services to the children and families participating in the program.
7. Assist with the preparation and submission of reports and evaluations as required in a timely fashion
8. Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.

#### 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

**PROGRAM ASSISTANT – FEDERAL PROGRAMS (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

- 9. Maintain a positive working relationship with all federal program stakeholders and district personnel.
- 10. Act as a resource person and provide technical assistance for programs, as necessary and in collaboration with Title I Program Specialist.
- 11. Maintain confidentiality.
- 12. Use positive, effective interpersonal communication skills.
- 13. Adhere to high standards of punctuality and regular attendance.

**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**

- 14. Assist in developing technical assistance and staff development activities.
- 15. Set high standards and expectations for self and others.
- 16. Stay up-to-date and well-informed about best practices in assigned area.
- 17. Maintain a network of peer contacts through professional organizations.
- 18. Promote and support the professional growth of self and others.
- 19. Develop a thorough knowledge of Title I regulations and guidelines.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

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

**PROGRAM ASSISTANT – FEDERAL PROGRAMS (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 20. Assist in the implementation of Title I projects.
- 21. Present at workshops, as necessary
- 22. Prepare all required reports in a timely manner, with maximum accuracy.
- 23. Keep supervisor informed about any possible problems, upcoming events, opportunities.
- 24. Maintain all required paperwork and documentation in a complete, neat, organized fashion, especially documentation relating to program monitoring.

**Source Code** (circle choices)

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

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

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 25. Assist in maintaining appropriate coordination between Title I programs and services.
- 26. Model and maintain high standards of professional conduct.
- 27. Contribute to planning activities and use of resources
- 28. Perform other duties as assigned.
- 29. Demonstrate initiative in recognizing problems and the potential for resolution.
- 30. Facilitate problem-solving.

**Source Code** (circle choices)

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

**PROGRAM ASSISTANT – FEDERAL PROGRAMS (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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**Rating Code** (circle one)

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

**PROGRAM ASSISTANT – FEDERAL PROGRAMS (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**