

SCHOOL DISTRICT OF GADSDEN COUNTY

PROGRAM SPECIALIST TITLE I

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Implement Title I program to ensure compliance with provisions of the grant(s)
2. Establish and maintain financial records as necessary for program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
3. Assist with the preparation and submission of reports and evaluations as required and in a timely fashion.
4. Follow-up and resolve findings of external auditors, including system improvement plans
5. Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.
6. Assist with implementation and evaluation of innovative curriculum and instructional techniques provided to students served in Title I programs.

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 SPECIALIST TITLE I (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

- 7. Maintain a positive working relationship with all appropriate governmental agencies and district personnel.
- 8. Use effective communication strategies to interact with a variety of audiences.
- 9. Respond to inquiries and concerns in a timely manner.
- 10. Ensure information exchange, coordination of efforts and articulation of program and services by working closely with school administrators.
- 11. Act as a resource person and provide technical assistance for preparation of grant applications and interpreting program guidelines.

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

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

- 12. Assist in the development, implementation and evaluation of staff development activities.
- 13. Set high standards and expectations for self and others
- 14. Stay up-to-date and well-informed about trends and best practices in assigned area.
- 15. Maintain a network of peer contacts through professional organizations.
- 16. Promote and support the professional growth of self and others.
- 17. Develop and maintain a thorough knowledge of state, federal and project regulations and guidelines.

Source Code (circle choices)

- A. Behavioral Event Interview
- B. Direct Documentation
- C. Indirect Documentation
- D. Training Programs Competency Acquisition
- E. Evaluatee Provided
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Rating Code (circle one)

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

PROGRAM SPECIALIST TITLE I (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

- 18. Implement Title I projects.
- 19. Recommend the establishment or elimination of programs and services for Title I.
- 20. Present at workshops, as necessary.
- 21. Assist supervisor in wise utilization of Title I funds.
- 22. Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies, and equipment.
- 23. Prepare all required reports in a timely manner and maintain all appropriate records and inventories.
- 24. Keep supervisor informed about possible problems, upcoming events, and opportunities.

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

- 25. Assist with the planning, implementation and evaluation of Title I programs and services.
- 26. Assist in maintaining appropriate coordination between Title I programs and other programs.
- 27. Assist principals, as necessary, in the recruitment, selection, placement, and appraisal of personnel.
- 28. Model and maintain high standards of professional conduct.
- 29. Contribute to planning activities, including short- and long-term goals and use of resources.
- 30. Demonstrate initiative in recognizing needs and/or potential for improvement and take appropriate action.
- 31. Use appropriate interpersonal skills to guide individual and groups to accomplish tasks.
- 32. Facilitate problem-solving.
- 33. Assist in the development of administrative guidelines for Title I programs.

Source Code (circle choices)

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

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

PROGRAM SPECIALIST TITLE I (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)

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

PROGRAM SPECIALIST TITLE I (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