

SCHOOL DISTRICT OF GADSDEN COUNTY

**AMERICORPS PROGRAM DIRECTOR**

PERFORMANCE APPRAISAL

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

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

**1. SERVICE DELIVERY**

**Category Definitions**

1. Manage and implement all aspects of the AmeriCorps Gadsden Reads Program.
2. Prepare and monitor the program budget.
3. Coordinate and plan staff and member activities.
4. Assist in the preparation of long-range plans for AmeriCorps Gadsden Reads.
5. Communicate, through meetings and written material, information that will keep staff and members informed of AmeriCorps Gadsden policies, procedures, changes, and updates.
6. Ensure that AmeriCorps Gadsden Reads meets its program objectives.
7. Supervise and evaluate AmeriCorps Gadsden Reads members and staff.

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

**AMERICORPS PROGRAM DIRECTOR (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

- 8. Provide reports in a timely manner to overseeing agencies.
- 9. Meet with principals, HOSTS facilitators, and other school personnel to share information and address issues.
- 10. Coordinate with community resources and service agencies as appropriate.
- 11. Develop and disseminate program information.

**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. Develop and maintain a thorough knowledge of the AmeriCorps Gadsden Reads Program and any related policies, rules, or laws.
- 13. Demonstrate support for District's goals and priorities.
- 14. Attend quarterly program director's meeting to enhance program knowledge for effective program implementation.
- 15. Promote and support professional development for self and others.

**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
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- Effective
- Very Effective
- Outstanding

**AMERICORPS PROGRAM DIRECTOR (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 16. Prepare required reports and maintain appropriate records.
- 17. Keep immediate supervisor and other personnel informed about potential problems and unusual events.
- 18. Recruit, interview, and hire all AmeriCorps members and staff.
- 19. Coordinate an annual orientation for members and staff.
- 20. Maintain and organize personnel file for AmeriCorps members.
- 21. Perform other duties as assigned.

**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> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 22. Provide leadership to AmeriCorps Gadsden members and staff.
- 23. \* Model and maintain high standards of professional conduct.
- 24. \* Demonstrate initiative in recognizing need or potential for improvement and take appropriate action.

**Source Code** (circle choices)

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

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

**AMERICORPS PROGRAM DIRECTOR (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)

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

**AMERICORPS PROGRAM DIRECTOR (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**