SCHOOL DISTRICT OF GADSDEN COUNTY

PROPERTY BOOK OFFICER / PERSONNEL NCO

PERFORMANCE APPRAISAL

Name _____ **Position** _____

School / Dept. _____ **School Year**_____

1. SERVICE DELIVERY

Category Definitions

1. Requisition, store, maintain, issue, inventory and safeguard all equipment, weapons, uniforms, supplies, training aids and regulated items required by the United States Army, state, local laws and District regulations.
2. Perform the duties of Purchasing Agent for the United States Government utilizing the United States Government Card System.
3. Maintain appropriate files and records and complete all reports required by the United States Army, state, local laws and District regulations.
4. Request, administer and maintain the annual JROTC budget from the United States Government.
5. Assist the JROTC programs with the use, training and maintenance of computers and other automation equipment.
6. Assist with the supervision and training of the secretary assigned to the department.
7. Serve as a JROTC instructor as required.
8. Maintain all aspects of the department in order to comply with the annual inspection by the United States Army.

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

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PROPERTY BOOK OFFICER / PERSONNEL NCO (Continued)

2.   EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

9. Provide for positive communication within department.
10. Attend classes and inservice programs as required.
11. Keep abreast of new technologies and brief appropriate personnel of their appropriateness to the program.
12. Model and maintain high ethical standards.

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. SYSTEM SUPPORT

Category Definitions

13. Prepare all required reports and maintain all appropriate records.
14. Ensure that School Board policies and government regulations are being consistently applied to area of responsibility.
15. Assist the Director of JROTC with required reports.
16.   Perform other duties as assigned.

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)

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PROPERTY BOOK OFFICER / PERSONNEL NCO (Continued)

4. 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

5. 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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PROPERTY BOOK OFFICER / PERSONNEL NCO (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:

_____
_____
_____
_____

Comments of the Evaluator:

_____
_____
_____
_____

This evaluation has been discussed with me: Yes _____   No _____

_____
Signature of Evaluatee   Date

_____
Signature of Evaluator   Date