

**WAKULLA COUNTY SCHOOL BOARD
 COMPREHENSIVE ASSESSMENT FORM SUMMARY
 PROFESSIONAL INSTRUCTIONAL SUPPORT PERSONNEL**

Name _____ Position **ASST. NAVAL SCIENCE INSTRUCTOR**

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Needs				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding _____ Exemplary _____ Effective _____ Needs Improvement _____ Unsatisfactory _____
 100 – 94 93 – 86 85 – 75 74 – 65 64 – 0

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

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
ASSISTANT NAVAL SCIENCE INSTRUCTOR**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Provide instruction in Naval Science.
2. Provide instruction, which will give ROTC students a knowledge of the naval profession, necessary to establish a sound basis for their future growth as Navy or Marine Corps officers.
3. Prepare and present course material for classroom and laboratory sessions.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check Choices) 30 28 26 18 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

4. Conduct formal counseling with ROTC students to identify and strengthen skills and behaviors that effect academic performance and vocational success.
5. Prepare and maintain student academic and aptitude grade reports, in accordance with CNET and District instructions, and ensure proper and timely input of records.
6. Maintain records of academic progress of each ROTC student by reviewing, at least twice a year, the student's academic program and projected plan of courses required for graduation.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check Choices) 16 14 12 6 0

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

7. Provide extra instruction opportunities for students who desire or need additional instruction.
8. Arrange for classroom presentation by other members of the Unit staff, or any other qualified military or civilian personnel as needed.
9. Work under the immediate supervision of the Naval Science Instructor.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check Choices) 18 16 14 7 0

Name _____

Position _____

4. SYSTEM SUPPORT

Category Definitions

10. Perform other duties as assigned.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check Choices) 18 16 14 7 0

5. 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 outstanding or exemplary is required in this job context category in order to be eligible for an overall exemplary or higher rating

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check Choices) 18 16 14 7 0

OVERALL RATING: (enter total scores)

Outstanding Exemplary Effective Needs Improvement Unsatisfactory

COMMENTS

Comments of the Evaluatee:

Comments of the Evaluator:

SIGNATURES

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

Signature of Evaluatee _____

Date _____

Signature of Evaluator _____

Date _____