

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

Name \_\_\_\_\_ Position **PUBLIC INFORMATION SPECIALIST**

School / Dept \_\_\_\_\_ School Year \_\_\_\_\_ EIN # \_\_\_\_\_

JOB CONTEXT SERVICE CATEGORY	Needs				
	Outstanding	Exemplary	Effective	Improvement	Unsatisfactory
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
<b>Totals:</b>	<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

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  
PUBLIC INFORMATION SPECIALIST**

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

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

**1. SERVICE DELIVERY**

**Category Definitions**

1. Maintain community education records, class rosters, fee collection and other records as program policy and procedures require.
2. Register students for adult and community education classes.
3. Schedule and administer testing sessions for students entering adult education classes.
4. Collaborate in developing the adult / community education schedule of classes.
5. Facilitate advertisement and promotion of classes, including, but not limited to, writing articles for the newspaper, developing flyers and brochures and designing advertisements.
6. Prepare and submit payroll for assigned personnel.
7. Maintain a database of testing records for adult / community programs.
8. Assist in developing and administering annual needs assessment and surveys as directed.
9. Assist in the facilitation of academic and activity classes on and off campus.
10. Visit activity sites as specified and scheduled by the supervisor.
11. Assist in answering telephones and assisting visitors, instructors and students.

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

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

**2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

12. Answer the telephone in a courteous and professional manner.
13. Communicate effectively with the public, students, co-workers and administration.
14. Respond to inquiries and concerns in a timely manner.
15. Keep supervisor informed of potential problems or unusual events.

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

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

Name \_\_\_\_\_

Position \_\_\_\_\_

### 3. EMPLOYEE QUALITIES / RESPONSIBILITIES

#### Category Definitions

- 16. Demonstrate initiative in the performance of assigned responsibilities.
- 17. Model and maintain high ethical standards.
- 18. Follow attendance, punctuality and proper dress rules.
- 19. Maintain confidentiality regarding all work related matters.
- 20. Maintain positive relationships with students and staff.
- 21. Participate in workshops and training sessions as required.

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

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

### 4. SYSTEM SUPPORT

#### Category Definitions

- 22. Provide clerical assistance to staff as directed by the Coordinator.
- 23. Prepare or assist with preparing all required reports and maintain all appropriate records.
- 24. Follow all School Board policies and school policies and procedures.
- 25. Exhibit the interpersonal skills necessary as an effective team member.
- 26. Demonstrate support for the School District and its goals and priorities.
- 27. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

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

Rating Code (Circle One)     Outstanding 18     Exemplary 16     Effective 14     Needs Improvement 7     Unsatisfactory 0

### 5. WORKSITE SERVICE STANDARDS

#### Category Definitions

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

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