

Clear Form

WAKULLA COUNTY SCHOOL BOARD
COMPREHENSIVE ASSESSMENT FORM SUMMARY
ENERGY SPECIALIST

Name _____ Position **Energy Specialist**

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Needs				
	Outstanding	Exemplary	Effective	Improvement	Unsatisfactory
SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
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
EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
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
ADMINISTRATIVE SECRETARY – PRINCIPAL'S SECRETARY**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definition

1. Develop and monitor the district's energy management program under Board-approved Policy & Guidelines
2. Must maintain updated record keeping
3. Maintains independent work ethic
4. Report directly to supervisor at least monthly as to status of the District's energy consumption
5. Report to Safety and Risk Coordinator any safety hazards observed.
6. Provides updates as need to School Board
7. Provides information to administrators on a regular basis at monthly staff meetings
8. Works with building and maintenance personnel on proper operations of the systems and equipment.
9. Attend all scheduled in-services on the energy management system.

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

10. Assist public by answering routine questions, scheduling appointments and completing forms.
11. Communicate effectively with the public, co-workers and administration.
12. Respond to inquiries and concerns in a timely manner.
13. Keep supervisor informed of potential problems or unusual events.
14. Communicate with all employees on energy usage and ways to conserve
15. Coordinate with internal and external PR support to utilize all media opportunities to promote success of the District's energy management program.

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

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
ADMINISTRATIVE SECRETARY – PRINCIPAL'S SECRETARY**

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.
- 20. Maintain positive relationships with co-workers and school personnel.
- 21. Participate in workshops and training sessions to update and enhance skills and knowledge.
- 22. Serve as the District's representative at amangement-level meetings, seminars and conferences relating to energy use and conservation.

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

4. SYSTEM SUPPORT

Category Definitions

- 23. Maintain all energy and water consumption records and data.
- 24. Assist with the design and maintenance of the programming for computerized energy management system to insure operating efficiency. Update programs as necessary.
- 25. Work with building and maintenance personnel on proper operations of the systems and equipment.
- 26. Conduct regular "walk through" audits of District facilities to insure operating efficiency, optimum education environment and compliance with District's energy policy.
- 27. Take responsibility for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the District.

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

5. WORKSITE SERVICE STANDARDS

Category Definitions

Communicates in a positive manner to all employees the most effective energy saving strategies while fostering and developing professional image, collaboration and affirmative networking. Continues to promote positive interpersonal interaction, teamsmanship, and communication skills while enforcing the District's energy conservation policy.

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