

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
DIRECTOR ON SPECIAL ASSIGNMENT**

Name _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Direct and coordinate the planning, implementation and evaluation of services assigned.
2. Coordinate and direct services to realize maximum value from available resources.
3. Provide oversight and administration for the functions of, risk management and other programs as assigned.
4. Assist with organizational analysis and development.
5. Assist with District-wide planning to relate the use of financial and human resources to the District goals and objectives.
6. Assist with the preparation for and organization of lawsuits and recommend appropriate actions and disposition.
7. Supervise the development of rules, procedures and revisions to be recommended to the School Board.

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 Choice) 30 28 26 18 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

8. Provide information to the Superintendent and assigned Assistant Superintendent as to the status of the various programs of the system.
9. Assist in interpreting the philosophy and policies of the District to staffs, the community and other governmental agencies.
10. Provide oversight for safety and emergency services and coordination with other agencies as needed.

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. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

11. Assist in the development, implementation and evaluation of staff development activities and training for assigned programs.
12. Participate in District management meetings and other activities to enhance professional growth.
13. Promote and support professional development for self and others.
14. Select, preview, evaluate and disseminate recent and relevant professional materials.
15. Participate in orientation and training opportunities for areas of responsibility soon to be assumed.

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 Choice) 16 14 12 6 0

Name

4. SYSTEMIC FUNCTIONS

Category Definitions

16. Be knowledgeable of the systems and procedures that impact areas of responsibilities interacting with other administrators to assure articulation and efficient delivery of service and transition.
17. Consider budget and cost accounting for assigned areas.
18. Exhibit support for the District's vision, mission, goals and priorities.
19. Prepare all required reports and maintain all appropriate records.
20. Perform other incidental tasks consistent with the goals and objectives of the District and the special assignment.

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 Choice) 20 18 16 8 0

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

21. Assist in the development of short- and long-range District plans for assigned responsibilities.
22. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
23. Anticipate potential problems and design processes and procedures to address them.
24. Perform such duties and responsibilities associated with the ADA and OSHA as they relate to assigned areas.
25. Promote cooperative relationships and coordinated efforts among assigned services to facilitate the instructional program.

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(Check Choice) 18 16 14 7 0

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

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(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check Choice)

7. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for employees.
The accurate and timely filing of all reports.
The completion of required professional development services.

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
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Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check Choice)