

**WAKULLA COUNTY SCHOOL BOARD
 COMPREHENSIVE ASSESSMENT SUMMARY FORM
 DISTRICT BASED ADMINISTRATOR**

Name _____ Position EXECUTIVE DIRECTOR OF FACILITIES / MAINTENANCE

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Outstanding	Exemplary	Effective	Needs 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 & DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. PROFESSIONAL GROWTH & IMPROVEMENT	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
4. SYSTEMIC FUNCTIONS	<input type="checkbox"/> 20	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 8	<input type="checkbox"/> 0
5. LEADERSHIP & STRATEGIC ORIENTATION	<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"/>
6. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> OST	<input type="checkbox"/> EX	<input type="checkbox"/> EFF	<input type="checkbox"/> NI	<input type="checkbox"/> Un
7. ASSESSMENT AND OTHER SERVICES	<input type="checkbox"/> OST	<input type="checkbox"/> EX	<input type="checkbox"/> EFF	<input type="checkbox"/> NI	<input type="checkbox"/> Un
NOTE: An Exemplary or higher rating is required in Job Context Service Categories 6 and 7 in order to receive an overall Exemplary or higher rating.					
Overall Rating					
Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.					
Outstanding <input type="checkbox"/>	Exemplary <input type="checkbox"/>	Effective <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>	
100 - 94	93 - 86	85 - 75	74 - 65	64 - 0	
Comments of the Evaluatee: _____ _____			This evaluation has been discussed with me: Yes _____ No _____		
Comments of the Evaluator: _____			_____ Signature of Evaluatee	_____ Date	
			_____ Signature of Evaluator	_____ Date	

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
EXECUTIVE DIRECTOR OF FACILITIES AND MAINTENANCE**

Name

School / Dept.

School Year

1. SERVICE DELIVERY

Category Definitions

1. Direct and coordinate facilities operations to ensure consistency with the systems goals and objectives and compliance with local, state and federal regulations.
2. Coordinate financial planning for expenditures of all construction funds.
3. Prepare a capital outlay budget for new construction and renovations of District facilities.
4. Develop a system to evaluate the status of construction projects.
5. Approve operating procedures and plans of all functional areas and ensure they are implemented.
6. Coordinate the development and approval of all educational specifications for spaces and facilities.
7. Determine funding priorities and develop budgets for presentation and approval.
8. Monitor all departmental expenditures for budget compliance and/or revision.
9. Ensure that all plans and procedures for all facilities and departments comply with relevant School Board policies, state and federal statutes and regulations.
10. Ensure that all work done by staff is properly inspected and accepted.
11. Maintain project ledgers on construction projects and routinely reconcile to accounting records the project expenditures and architect and contractor billing.
12. Direct and coordinate the planning, implementation and evaluation of operations, maintenance and other services assigned.
13. Coordinate and manage the acquisition and disposition of School Board owned real property.
14. Work with appropriate personnel in the planning and modification of educational facilities.
15. Oversee the development and implementation of a comprehensive preventative maintenance program and custodial services program in all areas dealing with facilities.

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

16. Cooperate with other administrators to develop District policies, procedures and revisions.
17. Coordinate the inspection of facilities through appropriate staff.
18. Provide, through a monitored work order system, for the needed repairs and maintenance.
19. Coordinate environmental and safety repairs and modifications.
20. Provide information to the Assistant Superintendent of Administration as to the status of the various projects.

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

Name

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

- 21. Provide inservice education programs regarding personnel management and technical growth to both supervisory personnel and journeymen.
- 22. Participate in District management meetings and other activities to enhance professional growth.
- 23. Promote and support the professional growth of self and others.

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

4. SYSTEMIC FUNCTIONS

Category Definitions

- 24. Plan for the acquisition of needed school sites for future facilities.
- 25. Assist in developing recommendations for long-range planning in the area of maintenance.
- 26. Assist in monitoring safety and health issues to ensure compliance with all standards.
- 27. Exhibit support for the District's vision, mission, goals and priorities.
- 28. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 29. Prepare all required reports and maintain all appropriate records.
- 30. Perform other incidental tasks consistent with the goals and objectives of the District and this position.
- 31. Develop a competent workforce through proper screening of all applicants.
- 32. Maintain budget and cost accounting and distribution reports.

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(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

- 33. Make recommendations for appropriate policies with regard to the maintenance functions.
- 34. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 35. Anticipate potential problems and design processes and procedures to address them.
- 36. Assist in the development of short and long range District plans.
- 37. Perform such duties and responsibilities associated

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(Check Choice) 18 16 14 7 0

Name

6. WORKSITE SERVICE STANDARDS

Control Dimension

Student growth an 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.

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

7. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted appraisal systems for instructional and other employees.
The accurate and timely filing of all school 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.

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