WAKULLA COUNTY SCHOOL BOARD
COMPREHENSIVE ASSESSMENT SUMMARY FORM
DISTRICT BASED ADMINISTRATOR

Name_____ Position__ADULT/COMM ED & 2ND CHANCE SCHOOL PRINCIPAL

School / Dept _____ School Year_____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Outstanding	Exemplary	Effective	Needs Improvement	Unsatisfactory
1. SERVICE DELIVERY	☐ 30	☐ 28	☐ 26	☐ 18	☐ 0
2. INTER / INTRA-AGENCY COMMUNICATION & DELIVERY	☐ 16	☐ 14	☐ 12	☐ 6	☐ 0
3. PROFESSIONAL GROWTH & IMPROVEMENT	☐ 16	☐ 14	☐ 12	☐ 6	☐ 0
4. SYSTEMIC FUNCTIONS	☐ 20	☐ 18	☐ 16	☐ 8	☐ 0
5. LEADERSHIP& STRATEGIC ORIENTATION	☐ 18	☐ 16	☐ 14	☐ 7	☐ 0
Totals:	☐	☐	☐	☐	☐
6. WORKSITE SERVICE STANDARDS	☐ OST	☐ EX	☐ EFF	☐ NI	☐ Un
7. ASSESSMENT AND OTHER SERVICES	☐ OST	☐ EX	☐ EFF	☐ NI	☐ 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 ☐
100 – 94

Exemplary ☐
93 – 86

Effective ☐
85 – 75

Needs Improvement ☐
74 – 65

Unsatisfactory ☐
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**

PERFORMANCE APPRAISAL

ADULT AND COMMUNITY EDUCATION / SECOND CHANCE PRINCIPAL
COMPETENCY-BASED ALTERNATIVE PROGRAMS

Name _____ **Position** _____

School / Dept. _____ **School Year** _____

1. SERVICE DELIVERY
Category Definitions

1. Manage and supervise adult / community program development, articulation and evaluation.
2. Organize classes in the general Adult Educational Program as community needs assessments prove needed.
3. Provide curricular course offerings in conformance with state laws regarding high school equivalency requirements.
4. Secure personnel to provide intended instruction verifying appropriate certification.
5. Monitor and evaluate the instructional delivery of certified instructors and activity leaders.
6. Plan and oversee all facets of the Adult Education Program including student identification, orientation of instructor, acquisition of classroom space, supplies and materials, as well as the distribution of certificates and diplomas.
7. Implement and maintain a system of tuition collection and accounting which meets State and District requirements.
8. Coordinate and maintain appropriate placement and exit administration, assuring test security, assuring compliance to State academic and/or vocational requirements.
9. Ensure compliance with State and District reporting requirements verifying accuracy of data.
10. Develop, organize and coordinate community interest programs and activities.
11. Serve as site administrator and maintain the day-to-day operations for the Second Chance School, supervising and supporting this alternative education 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 Choice)	☐ Outstanding 30	☐ Exemplary 28	☐ Effective 26	☐ Needs Improvement 18	☐ Unsatisfactory 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY
Category Definitions

12. Prepare catalogs, bulletins and advertisements to promote adult and community programs.
13. Recommend and report, as requested, the community education program justification, financial status and plans for the future.
14. Maintain a close working relationship with District personnel to ensure information exchange and coordination of effort.
15. Serve as District liaison with the Florida Department of Education on matters related to adult and community education.
16. Alert appropriate Administrators to potential problems and 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 Choices)	☐ Outstanding 16	☐ Exemplary 14	☐ Effective 12	☐ Needs Improvement 6	☐ Unsatisfactory 0

3. PROFESSIONAL GROWTH AND IMPROVEMENT
Category Definitions

17. Determine staff development needs.
18. Assist in the development, implementation and evaluation of staff development activities related to adult and community education and to dropout prevention / alternative education.
19. Keep abreast of current trends and changes in adult education and other assigned areas.
20. Maintain a network of peer contacts through professional organizations.
21. Assist District Administrators in understanding and keeping abreast of trends and developments in adult education and other assigned programs.
22. Promote and support professional development for self and others.
23. Attend meetings and conferences, which promote professional growth and will benefit 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 Choice)	☐ Outstanding 16	☐ Exemplary 14	☐ Effective 12	☐ Needs Improvement 6	☐ Unsatisfactory 0

4. SYSTEMIC FUNCTIONS

Category Definitions

24. Supervise and monitor State and District rules and policies compliance related to adult and community education.
25. Oversee student registration / enrollment and attendance reporting for adult education and the Second Chance School.
26. Prepare and administer budgets for assigned area.
27. Ensure that School Board property resources and rights are protected when community service activities and programs are planned and implemented.
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. Demonstrate support for District goals and priorities.
31. Assist in the development of policies for adult, community and alternative education programs.
32. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

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

Rating Code (Check Choice)	☐ Outstanding 20	☐ Exemplary 18	☐ Effective 16	☐ Needs Improvement 8	☐ Unsatisfactory 0

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

33. Provide leadership and direction for the planning, implementation and evaluation of adult and community education programs and activities.
34. Demonstrate initiative in recognizing needs, problems or potential for improvement and take appropriate action.
35. Model and maintain high standards of professional conduct.
36. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
37. Contribute to District planning activities, including providing input into short- and long-term goals and objectives, budget and use of resources.

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

Rating Code (Check Choice)	☐ Outstanding 18	☐ Exemplary 16	☐ Effective 14	☐ Needs Improvement 7	☐ Unsatisfactory 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, 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 (Check Choices)	☐ A. Direct Documentation	☐ B. Indirect Documentation	☐ C. Training Programs Competency Acquisition	☐ D. Evaluatee Provided	☐ E. Confirmed Observation

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

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

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