

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

Name Position EXECUTIVE DIRECTOR OF STUDENT SERVICES & ESE

School / Dept School Year EIN #

JOB CONTEXT SERVICE CATEGORY	Needs				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. <i>SERVICE DELIVERY</i>	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. <i>INTER / INTRA-AGENCY COMMUNICATION & DELIVERY</i>	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. <i>PROFESSIONAL GROWTH & IMPROVEMENT</i>	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
4. <i>SYSTEMIC FUNCTIONS</i>	<input type="checkbox"/> 20	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 8	<input type="checkbox"/> 0
5. <i>LEADERSHIP & STRATEGIC ORIENTATION</i>	<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* 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 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

Comments of the Evaluator:

Signature of Evaluatee

Date

Signature of Evaluator

Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL**

EXECUTIVE DIRECTOR OF STUDENT SERVICES AND EXCEPTIONAL STUDENT EDUCATION

Name

School / Dept.

School Year

1. SERVICE DELIVERY

Category Definitions

1. Direct and coordinate the planning, implementation and evaluation of Exceptional Student Education (ESE).
2. Assure that all procedures for due process have been afforded the parents and students as it relates to the Exceptional Student Education Programs/Services.
3. Coordinate the development, writing and submission of reports, grants, and automated transmissions for ESE.
4. Monitor and coordinate the development and implementation of a student services plan to ensure effective and efficient delivery of guidance services, psychological services, visiting teacher, social work services and health services.
5. Provide for health screenings and screenings throughout the year.
6. Serve as the Home Education contact for the District.
7. Coordinate the English for Speakers of Other Languages (ESOL) program, including writing the plan and ensuring provision for ESOL certification endorsement.
8. Initiate new programs and continuously plan for an expanded programs for exceptional students.
9. Promote adequate procedures for referral, identification, placement or transfer or exceptional students.
10. Serve as administrator for the development of all state and federal grants related to ESE programs, student services and other programs assigned.
11. Plan with principals in providing appropriate programs and related services for exceptional students.
12. Assist in the development and delivery of a coordinated system of student services to meet needs.

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

13. Establish and maintain a close working relationship with community and governmental agencies to coordinate social, medical, health, juvenile justice and exceptional education services.
14. Serve as liaison with the Florida Department of Education in matters related to ESE and Student Services.
15. Collaborate with various agencies in the community, both public and private, when implementing the health services offered.
16. Coordinate and interpret State and District statutes, rules and policies pertaining to ESE and student services.
17. Coordinate the efforts of student services personnel with services provided by various community agencies.
18. Serve as a resource person to interpret ESE and Student Services programs.
19. Collaborate and cooperate with other District Administrators to ensure information exchange, coordination of efforts and general support for the decision-making process.

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

Position **EXECUTIVE DIRECTOR OF STUDENT SERVICES & ESE**

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

- 20. Ensure the provision of inservice training programs for ESE and Student Services personnel.
- 21. Keep up-to-date and well-informed about trends and best practices.
- 22. Maintain a network of peer contacts through professional organizations.
- 23. Promote and support professional development for self and others.
- 24. Attend meetings, conferences and workshops to enhance professional development.

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

4. SYSTEMIC FUNCTIONS

Category Definitions

- 25. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 26. Assist in projecting F.T.E. and personnel needs for ESE and Student Services programs.
- 27. Develop and monitor budgets of assigned programs.
- 28. Assist in the development of administrative guidelines and policies for programs assigned.
- 29. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- 30. Assist in the recruitment, recommendation and supervision of ESE personnel and assess the need for additional personnel.
- 31. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

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(Check Choice) 20 18 16 8 0

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

- 32. Provide leadership and direction for the planning, implementation and evaluation of ESE and Student Services programs and services.
- 33. Contribute to District planning activities, including setting goals and objectives and use of resources
- 34. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 35. Use appropriate interpersonal styles and methods for guide individuals and groups to task accomplishment.
- 36. Model and maintain high standards of professional conduct.

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

Name

Position **EXECUTIVE DIRECTOR OF STUDENT SERVICES & ESE**

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, 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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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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(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

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