

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

Name  Position EXECUTIVE DIRECTOR OF CURRICULUM  
 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>
<b>1. SERVICE DELIVERY</b>	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
<b>2. INTER / INTRA-AGENCY COMMUNICATION &amp; DELIVERY</b>	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
<b>3. PROFESSIONAL GROWTH &amp; IMPROVEMENT</b>	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
<b>4. SYSTEMIC FUNCTIONS</b>	<input type="checkbox"/> 20	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 8	<input type="checkbox"/> 0
<b>5. LEADERSHIP &amp; STRATEGIC ORIENTATION</b>	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
<b>Totals:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>6. WORKSITE SERVICE STANDARDS</b>	<input type="checkbox"/> OST	<input type="checkbox"/> EX	<input type="checkbox"/> EFF	<input type="checkbox"/> NI	<input type="checkbox"/> Un
<b>7. ASSESSMENT AND OTHER SERVICES</b>	<input type="checkbox"/> OST	<input type="checkbox"/> EX	<input type="checkbox"/> EFF	<input type="checkbox"/> NI	<input type="checkbox"/> Un
<b>NOTE:</b> 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.					
<b>Overall Rating</b>					
Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.					
Outstanding <input type="checkbox"/> 100 - 94	Exemplary <input type="checkbox"/> 93 - 86	Effective <input type="checkbox"/> 85 - 75	Needs Improvement <input type="checkbox"/> 74 - 65	Unsatisfactory <input type="checkbox"/> 64 - 0	
Comments of the Evaluatee:  <hr/> <hr/>			This evaluation has been discussed with me: Yes _____ No _____		
Comments of the Evaluator: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			_____ Signature of Evaluatee	_____ Date	
			_____ Signature of Evaluator	_____ Date	

**WAKULLA COUNTY SCHOOL BOARD ANNUAL  
PERFORMANCE APPRAISAL  
EXECUTIVE DIRECTOR OF CURRICULUM**

Name

School / Dept.  School Year

**1. SERVICE DELIVERY**

**Category Definitions**

1. Coordinate the overall activities of planning, development, coordinating, implementing and evaluating District curriculum for Pre-Kindergarten through Grade 12.
2. Administer Pre-Kindergarten and Readimobile Programs throughout the District.
3. Coordinate and administer the evaluation and selection of textbooks and instructional materials, including the preparation of textbook requisitions, processing and receipt of funds for lost and damaged books.
4. Maintain an inventory of state-adopted textbook and publicize the location for preview.
5. Assist in the implementation of the District's Pupil Progression Plan.
6. Coordinate the District's staff development program, including revision of the Master Plan for inservice education and implementation, evaluation and maintenance of records of participation.
7. Coordinate the regional accreditation process for District elementary schools.
8. Coordinate other assigned programs such as the volunteer program, and other academic activities/fairs, including the Spelling Bee, History and Science Fairs.

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**

9. Maintain a close working relationship with School and District personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
10. Visit classrooms for first hand knowledge of curriculum in practice.
11. Assist in ensuring the purposeful articulation among all instructional levels as well as between basic and special programs.
12. Report on the status of programs and services, as requested.
13. Serve as contact to the Department of Education in assigned areas.
14. Maintain good public relations with parents and community groups for dissemination of information and feedback.
15. Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
16. Maintain liaison with the local business community, civic organizations and other groups having an interest in the schools.

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**

17. Keep well informed about current trends and best practices in assigned areas of responsibility.
18. Keep up-to-date and well informed about legislation and legal issues.
19. Assist School and District personnel in keeping up-to-date about trends, best practices, legislation and related issues.
20. Promote and support professional development for self and others.
21. Attend meetings, workshops and conferences that promote professional growth and will benefit the District.

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**

- 22. Develop, recommend and administer the budgets for assigned programs.
- 23. Report to appropriate administrator the needs of the pre-school with respect to personnel, equipment, supplies and curriculum.
- 24. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 25. Prepare or supervise the preparation of all required reports and the maintenance of all appropriate records.
- 26. Perform other incidental tasks consistent with the goals and objectives of this position.

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**

- 27. Provide input into District-wide planning for assigned areas to relate the instructional program and the use of financial and human resources to the District's goals and objectives.
- 28. Model and maintain high standards of professional conduct.
- 29. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 30. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 31. Facilitate problem-solving by groups or individuals.

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 (Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code  Outstanding  Exemplary  Effective  Needs Improvement  Unsatisfactory  
 (Check Choice) 8 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.**

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)

**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  
 (Check Choices) Documentation Documentation Competency Acquisition Provided Observation

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