

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

Name  Position DIRECTOR OF SPECIAL PROGRAMS  
 School / Dept  School Year  EIN #

JOB CONTEXT SERVICE CATEGORY	Needs				
	Outstanding	Exemplary	Effective	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
<b>Totals:</b>	<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
<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/> <hr/>			This evaluation has been discussed with me: Yes _____ No _____		
Comments of the Evaluator: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			_____ Signature of Evaluatee	_____ Date	
			_____ Signature of Evaluator	_____ Date	

**WAKULLA COUNTY SCHOOL BOARD ANNUAL  
PERFORMANCE APPRAISAL  
DIRECTOR OF SPECIAL PROGRAMS**

Name

School / Dept.

School Year

**1. SERVICE DELIVERY**

**Category Definitions**

1. Prepare and submit plan(s) for all special programs to the Department of Education each year. (Title I, Title II, Title IV).
2. Monitor the implementation of assigned federal programs to ensure compliance with provisions of approved plan and/or grants.
3. Prepare and disseminate information necessary for carrying out programs according to federal and state requirements.
4. Establish and maintain financial records for each funded program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
5. Direct the preparation and submission of evaluation reports as required for federal and specially funded programs.
6. Prepare and submit grants in assigned areas and assist schools in the implementation of these grants.
7. Coordinate the District/state testing program.
8. Monitor test administration throughout the District.
9. Disseminate state test results and assist school and District personnel in the analysis, interpretation and use of these results.
10. Scan, score and produce reports for the District testing and disseminate reports to schools, providing assistance in interpretation 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 Choice) 30 28 26 18 0

**2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

11. Meet with District and school-level administrators, teachers and parents to plan the Title I program each year.
12. Prepare and disseminate Title I information to meet the needs of parents, teachers, administrators and the public as provided in rules and regulations.
13. Meet with District and school administrators, teachers and parents to receive input for planning the Title II and Title VI programs each year.
14. Provide technical assistance to schools in the implementation of assigned programs and in the interpretation and use of test results.
15. Serve as liaison to the Department of Education for assigned areas of responsibility.
16. Use effective communication strategies to interact with a variety of audiences.
17. Respond to inquiries and concerns in a timely manner.
18. Ensure information exchange, coordination of efforts and articulation of programs and services by working closely with school administrators.

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(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

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

Name  Position                      **DIRECTOR OF SPECIAL PROGRAMS**

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

**Category Definitions**

- 19. Plan, conduct and assist with workshops relevant to special programs.
- 20. Provide inservice activities and training related to testing to teachers and administrators.
- 21. Set high standards and expectations for self and others.
- 22. Keep up-to-date and well informed about current trends and best practices in assigned areas.
- 23. Keep up-to-date about legislation and legal issues related to assigned areas of responsibility.
- 24. Maintain a network of peer contacts through professional organizations.
- 25. Promote and support the professional growth of self and others.
- 26. Attend meetings, workshops and conferences, which promote professional growth and will benefit the District.

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 (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**

- 27. Prepare, implement and coordinate federal projects and grants.
- 28. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 29. Assist in projecting budgets and personnel needs for federal education programs.
- 30. Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment.
- 31. Maintain necessary records for monitoring and audit requirements for assigned federal programs.
- 32. Prepare all required reports and maintain all appropriate records and inventories.
- 33. Perform other incidental tasks consistent with the goals and objectives of this position.

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 (Check Choices) Documentation Documentation Competency Acquisition Provided Observation

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 (Check Choice) 20 18 16 8 0

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 34. Provide leadership and direction for the planning, implementation and evaluation of federal programs and services.
- 35. Establish high expectations for self and others.
- 36. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 37. Use appropriate interpersonal styles and methods for guide individuals and groups to task accomplishment.
- 38. Facilitate problem-solving by groups or individuals.

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 (Check Choice) 18 16 14 7 0

Name  Position            **DIRECTOR OF SPECIAL PROGRAMS**

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

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(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

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