

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

Name _____ Position ASST. SUPERINTENDENT FOR INSTRUCTION

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
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 _____ 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 _____

 Signature of Evaluatee Date

Comments of the Evaluator:

 Signature of Evaluator Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
ASSISTANT SUPERINTENDENT FOR INSTRUCTION**

Name _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Direct the overall activities of planning, development, coordinating, implementing and evaluating all District instructional and instructional support programs, including Exceptional Student Education, Adult Education and Pre-K Education.
2. Initiate the development of program goals and instructional objectives on a District-wide basis within the scope of the School Board policy, administrative direction, assessed student needs and operational constraints.
3. Provide overall leadership and appropriate resources for District-wide curriculum development and instructional methodology improvements.
4. Provide leadership for purposeful articulation among all instructional levels as well as between basic and special programs.
5. Supervise the regional accreditation process for District schools.
6. Supervise the local and state student assessment program.
7. Direct and supervise the ongoing revision and implementation of the District's Student Progression Plan.
8. Supervise all aspects of the Accountability and School Improvement Process.
9. Supervise the evaluation and selection of textbooks and instructional materials.
10. Supervise the development, implementation and evaluation of staff development activities.
11. Direct and supervise assigned District-wide instructional programs.
12. Establish and maintain a program of consultant services to schools.
13. Assist Principals, as needed, in the recruitment, selection, placement and appraisals of instructional personnel.
14. Direct and supervise Second Chance School placement procedures.
15. Supervise expulsion procedures.

Source Code (Check Choices)	<input type="checkbox"/> A. Direct Documentation	<input type="checkbox"/> B. Indirect Documentation	<input type="checkbox"/> C. Training Programs Competency Acquisition	<input type="checkbox"/> D. Evaluatee Provided	<input type="checkbox"/> E. Confirmed Observation
Rating Code (Check Choice)	<input type="checkbox"/> Outstanding 30	<input type="checkbox"/> Exemplary 28	<input type="checkbox"/> Effective 26	<input type="checkbox"/> Needs Improvement 18	<input type="checkbox"/> Unsatisfactory 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

16. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
17. Report on the status of instructional programs and services at the request of the Superintendent.
18. Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
19. Serve as contact to the Department of Education in assigned areas.
20. Provide liaison between the District and Community College vocational and academic programs.
21. Maintain contact with other school districts in Florida and other states to share and receive information on effective programs and practices.
22. Maintain good public relations with parents and community groups for dissemination of information and feedback.
23. Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
24. Assist in interpreting legislation and State Board rules.
25. Maintain liaison with the local business community, civic organizations and other groups having an interest in the schools.
26. Maintain a close working relationship with School Resource Officers and the local law enforcement agency.

Source Code (Check Choices)	<input type="checkbox"/> A. Direct Documentation	<input type="checkbox"/> B. Indirect Documentation	<input type="checkbox"/> C. Training Programs Competency Acquisition	<input type="checkbox"/> D. Evaluatee Provided	<input type="checkbox"/> E. Confirmed Observation
Rating Code (Check Choice)	<input type="checkbox"/> Outstanding 16	<input type="checkbox"/> Exemplary 14	<input type="checkbox"/> Effective 12	<input type="checkbox"/> Needs Improvement 6	<input type="checkbox"/> Unsatisfactory 0

Name _____

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

27. Keep well-informed about current trends and best practices in education.
28. Keep up-to-date and well-informed about legislation and legal issues.
29. Assist school and District personnel in keeping up-to-date about trends, best practices, legislation and related issues.
30. Promote and support professional development for self and others.
31. Attend meetings and conferences which 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

32. Develop, recommend and administer the instructional services budget.
33. Assist the Superintendent within the District in organizational analysis and development.
34. Assist in the development of educational specifications for new facilities and equipment.
35. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
36. Assist in the preparation of School Board meetings agendas, preparing instructional service action items of routine and priority nature as well as timely reports.
37. Coordinate the submission of grants, reports and instructional items for placement on the School Board agenda.
38. Prepare and supervise the preparation of all required reports and the maintenance of all appropriate records.
39. 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

40. Assist the Superintendent with District-wide planning to relate the instructional program and the use of financial and human resources to the District's goals and objectives.
41. Assist in the development of administrative guidelines for instructional services.
42. Assist in the development of policies for instructional services.
43. Model and maintain high standards of professional conduct.
44. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
45. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
46. 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) 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.

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 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.

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)