

**WAKULLA COUNTY SCHOOL BOARD
COMPREHENSIVE ASSESSMENT FORM SUMMARY**

SUPPORT PERSONNEL

Name _____ Position **ADMIN.ASST. TO THE SUPER.& SCH.BD.**

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. 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 AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0

Totals:

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 _____

Signature of Evaluatee

Date

Comments of the Evaluator:

Signature of Evaluator

Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL**

SUPPORT PERSONNEL

Name _____ Position **ADMIN.ASST. TO THE SUPER.& SCH.BD.**

School / Dept _____ School Year _____ EIN # _____

1. SERVICE DELIVERY

Category Definitions

1. Assist the Superintendent by planning, organizing, implementing and coordinating assigned tasks.
2. Maintain the Superintendent's calendar, including appointments, travel, deadlines and commitments.
3. Prepare and disseminate agendas for School Board meetings.
4. Attend School Board meetings and assist the Superintendent and Board by recording and preparing minutes and maintaining historical files of School Board Meetings.
5. Develop materials for the Superintendent's use for presentations, conferences and workshops.
6. Assist the Superintendent in compliance background data and information on issues and/or topics as requested by the Superintendent.
7. Assist with student expulsion materials, such as the expulsion letter, waivers and final orders and disseminating information to appropriate parties.
8. Assist in the leave and purchase orders processes in accordance with prescribed guidelines.
9. Receipt, transfer and record all funds received through the Superintendent's office and prepare accurate records for audit as well as other bookkeeping tasks.
10. Review, for accuracy, supply requests, purchase orders and other administrative forms related to expenditures.
11. Oversee the general operations of the District Office.

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

Rating Code (Check One) Outstanding 30 Exemplary 28 Effective 26 Needs Improvement 18 Unsatisfactory 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

12. Receive and review incoming correspondence, reports, materials and communications, independently prepare replies to inquiries not requiring attention of the Superintendent and route correspondence requiring special attention to appropriate personnel.
13. Communicate with School Board members and District and school administrators concerning School Board meetings, official functions, meetings and any other pertinent information.
14. Assist School Board members as directed by the Superintendent.
15. Interface with others concerning items that are needed after School Board approval and make required copies of agenda attachments.
16. Oversee and manage incoming telephone calls.
17. Keep the Superintendent informed of potential problems or 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 One) Outstanding 16 Exemplary 14 Effective 12 Needs Improvement 6 Unsatisfactory 0

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

18. Maintain effective working relationships with School Board members, District and school personnel, parents, media representatives and the general public.
19. Assist District clerical personnel assigned to the Superintendent's Office.
20. Respond to requests from the staff or public as directed by the Superintendent.
21. Maintain confidentiality.

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

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

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
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4. SYSTEM SUPPORT

Category Definitions

- 22. Develop an extensive knowledge of the organization and programs under the Superintendent's jurisdiction.
- 23. Maintain current information on District policies and programs and process routine matters within established policies without the need for supervision.
- 24. Prepare monthly payroll reports and coordinate collection of leave forms for the Superintendent's office.
- 25. Maintain and update School Board Policy and State Board Rule Notebooks for the Superintendent.
- 26. Prepare required reports and maintain all appropriate records.
- 27. Maintain confidential files and records related to School Board actions.
- 28. Supervise assigned personnel.
- 29. Follow all School Board policies and procedures.
- 30. Demonstrate support for the School District and its goals and priorities.
- 31. Perform other incidental tasks consistent with the goals and objectives of the District and 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 One) 18 16 14 7 0

5. WORKSITE SERVICE STANDARDS

Category Definitions

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersona interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

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(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

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