

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

Name Position COORDINATOR OF SAFETY & RISK MANAGEMENT
 School / Dept School Year EIN #

JOB CONTEXT SERVICE CATEGORY	Needs				
	Outstanding	High Performing	Satisfactory	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"/> HP	<input type="checkbox"/> SAT	<input type="checkbox"/> NI	<input type="checkbox"/> Un
7. ASSESSMENT AND OTHER SERVICES	<input type="checkbox"/> OST	<input type="checkbox"/> HP	<input type="checkbox"/> SAT	<input type="checkbox"/> NI	<input type="checkbox"/> Un

NOTE:
 A high performing or higher rating is required in Job Context Service Categories 6 and 7 in order to receive an overall high performing or higher rating.

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding High Performing Satisfactory 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
COORDINATOR OF SAFETY AND RISK MANAGEMENT**

Name

School / Dept.

School Year

1. SERVICE DELIVERY

Category Definitions

1. Coordinate and direct services to realize maximum value from available resources.
2. Coordinate the planning, implementation and evaluation of District Safety, Risk Management and other assigned services.
3. Work with appropriate personnel in the planning and modification of educational facilities.
4. Assist with organizational analysis and development.
5. Assist with District-wide planning to relate the use of financial and human resources to District goals and objectives.
6. Assist with the preparation for and organization of lawsuits and recommend appropriate actions dispositions.
7. Supervision and development of rules, procedures and revisions to be recommended to the School Board.
8. Work with principals to determine safety needs and requirements, investigate cost and impact and make appropriate recommendations.

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

Rating Code Outstanding High Performing Satisfactory Needs Improvement Unsatisfactory
(Check Choice) 30 28 26 18 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

9. Provide information to the Assistant Superintendent for Administration as to the status of the various programs of the system.
10. Assist in interpreting the programs, philosophy and policies of the District to staffs, the community and other governmental agencies.
11. Provide oversight for safety and emergency services and coordination with other agencies as needed.
12. Maintain contact with other districts and governmental agencies regarding issues in assigned areas.

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

Rating Code Outstanding High Performing Satisfactory Needs Improvement Unsatisfactory
(Check Choices) 16 14 12 6 0

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

13. Assist in the development, implementation and evaluation of staff development activities and training.
14. Participate in District management meetings and other activities to enhance professional growth.
15. Promote and support professional development for self and others.
16. Select, preview, evaluate and disseminate recent and relevant professional materials.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
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(Check Choice) 16 14 12 6 0

Name Position COORDINATOR OF SAFETY & RISK MANAGEMENT

4. SYSTEMIC FUNCTIONS

Category Definitions

17. Exhibit support for the District's vision, mission, goals and priorities.
18. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
19. Prepare all required reports and maintain all appropriate records.
20. 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

21. Assist in the development of short and long range District plans.
22. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
23. Anticipate potential problems and design processes and procedures to address them.
24. Perform such duties and responsibilities associated with the ADA and OSHA as they relate to assigned areas.
25. Promote cooperative relationships and coordinated efforts among assigned services to facilitate the instructional programs.

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Rating Code Outstanding High Performing Satisfactory Needs Improvement Unsatisfactory
(Check Choice) 18 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 high performing is required in this job context category in order to be eligible for an overall high performing or higher rating.

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Rating Code Outstanding High Performing Satisfactory 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 high performing is required in this job context category in order to be eligible for an overall high performing or higher rating.

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(Check Choice)