

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

Name _____ Position COORDINATOR OF TRANSPORTATION

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 TRANSPORTATION**

Name _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Administer the District-wide Transportation Program, including program planning / implementation and evaluation to meet requirements of the daily instructional program and extracurricular activities.
2. Direct the purchase, replacement, inspection, maintenance and repair of school buses and other vehicles owned by the District.
3. Oversee the purchase and inventory of parts, fuel and supplies.
4. Develop and oversee a bus routing system that considers and recommends special services, bus routes and route extensions.
5. Assist in the preparation and administration of the budget for Transportation and other assigned areas.
6. Inspect and monitor conditions at bus stops and school loading zones.
7. Maintain or direct the maintenance of records related to inspection, maintenance and repair of buses and other vehicles as well as student bus and assignment duties.
8. Maintain student bus rosters and participation logs for state and District reporting purposes.

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. Confer regularly with District administrators on the adequacy of services, safety and school bus discipline.
10. Communicate through proper channels to keep appropriate persons informed of impending problems or events of an unusual nature.
11. Maintain contact with other school districts, governmental agencies and other appropriate organizations related to 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

12. Promote and support professional development for self and others.
13. Plan and provide inservice activities for assigned personnel.
14. Participate in meetings and other activities to enhance professional growth.
15. Manage and administer personnel development through training, inservice, and other developmental activities.

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) 16 14 12 6 0

Name _____

4. SYSTEMIC FUNCTIONS

Category Definitions

16. Investigate requests or complaints relating to transportation and respond or make recommendations to appropriate administrator.
17. Prepare all required reports and maintain all appropriate records.
18. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
19. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice as to the impact on the District.
20. Make and share decisions in a timely manner.
21. Respond quickly to emergency situations.
22. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

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(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding High Performing Satisfactory Needs Improvement Unsatisfactory
(Check Choice) 20 18 16 8 0

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

23. Direct or conduct periodic studies for purpose of improving delivery of transportation services.
24. Assist in the determination of transportation impact locations for instructional programs.
25. Assist in the development of policies and administrative guidelines for Transportation Services including requirements associated with the American Disabilities Act and OSHA.
26. Assist in the development of short- and long-range District plans.
27. Anticipate potential problems and design processes and procedures to address them.
28. Exhibit support for the District's vision, mission, goals and priorities.

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(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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(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

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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Rating Code Outstanding High Performing Satisfactory Needs Improvement Unsatisfactory
(Check Choice)