

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

Name \_\_\_\_\_ Position Executive Director For Human Resources

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>
<b>1. SERVICE DELIVERY</b>	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
<b>2. INTER / INTRA-AGENCY COMMUNICATION &amp; DELIVERY</b>	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
<b>3. PROFESSIONAL GROWTH &amp; IMPROVEMENT</b>	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
<b>4. SYSTEMIC FUNCTIONS</b>	<input type="checkbox"/> 20	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 8	<input type="checkbox"/> 0
<b>5. LEADERSHIP &amp; STRATEGIC ORIENTATION</b>	<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"/>
<b>6. WORKSITE SERVICE STANDARDS</b>	<input type="checkbox"/> OST	<input type="checkbox"/> EX	<input type="checkbox"/> EFF	<input type="checkbox"/> NI	<input type="checkbox"/> Un
<b>7. ASSESSMENT AND OTHER SERVICES</b>	<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 \_\_\_\_\_

Comments of the Evaluator:

\_\_\_\_\_  
 Signature of Evaluatee                      Date

\_\_\_\_\_  
 Signature of Evaluator                      Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL  
PERFORMANCE APPRAISAL  
EXECUTIVE DIRECTOR FOR HUMAN RESOURCES**

Name \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. SERVICE DELIVERY**

**Category Definitions**

1. Oversee the timely running of all jobs and reports.
2. Prepare and oversee budget for areas assigned.
3. Oversee and set schedules for timely submission of all Department of Education reports.
4. Provide for the maintenance of supporting documentation for personnel records.
5. Evaluate the use of hardware, software and other equipment. Make recommendations for upgrades as necessary within assigned areas.
6. Monitor and approve requests for the sharing of staff data with other agencies.
7. Direct and coordinate recruitment efforts for the District, including maintenance of automated systems to support recruitment.
8. Direct and establish procedures and best practices for the receipt, maintenance and dissemination of all employment documentation for the application process.
9. Oversee and assure advertisement of position vacancies maintaining historical records.
10. Oversee and promote positive, accurate and timely communications with applicants and with employees.
11. Supervise and assure the maintenance of job descriptions for the District.
12. Direct, implement and/or document personnel orientation efforts.
13. Direct and oversee performance assessment /evaluation processes for all employment categories.
14. Oversee the development, standardization of District forms.
15. Serve as the custodian for records storage and disposal.
16. Perform other duties as assigned.

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**

17. Provide school-level personnel with information on residency, custody rights, student-parent rights and privacy laws.
18. Serve as a liaison for the District for archives, history and records management, for personnel and students.
19. Communicate with parents, community, advisory and business groups regarding personnel matters.
20. Maintain contact with other districts and governmental agencies regarding issues in assigned areas.
21. Use effective communication strategies to interact with a variety of audiences.
22. Submit recommendations to the Superintendent for organizational improvement 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) 16 14 12 6 0

Name  Position Executive Director For Human Resources

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

**Category Definitions**

- 23. Attend training sessions, conferences and workshops to keep abreast of current best practices, programs, and legal issues in areas of responsibility.
- 24. Establish inservice programs to inform District and school personnel of policies, practices and available services.
- 25. Set high standards and expectations for self and others.
- 26. Maintain a network of peer contacts through professional organizations.
- 27. Attend meetings and conferences, which promote professional growth and 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**

- 28. Provide advice to the Superintendent as to the personnel status of the school system and the wise use of personnel.
- 29. Be knowledgeable of the systems and procedures that impact areas of responsibilities interacting with other administrators as needed, to assure articulation and efficient delivery of service.
- 30. Administer and monitor the District's responsibilities regarding certification requirements of employees.
- 31. Prepare and submit all required reports in a timely manner and maintain all appropriate records.
- 32. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- 33. 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 14 7 0

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

**Category Definitions**

- 34. Develop short and long range plans for the conduct, growth and improvement of department programs and services.
- 35. Develop implementation procedures for the achievement of priority goals.
- 36. Plan, recommend and implement procedures for the recruitment, selection and assignment of the best qualified teachers, administrators and support personnel.
- 37. Report statistical and qualitative data regarding District personnel goals and programs as required.
- 38. Serve on the Superintendent's Executive Management Team.

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) 18 16 14 7 0

## 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, teammanship 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)