

SCHOOL DISTRICT OF GADSDEN COUNTY

PROGRAM SPECIALIST – CHARACTER EDUCATION

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

- *(1) Assist in providing leadership for character education program, participating school personnel, district staff, parents, and community organizations.
- *(2) Assist in the management of character education.
- *(3) Coordinate and plan activities for character education.
- *(4) Assist in the preparation of the long-range plan for character education.
- *(5) Assist schools and school personnel in the implementation of character education.
- *(6) Provide community with information regarding character education activities.
- *(7) Collect documentation for required program reports.
- *(8) Ensure that character education meets its program objectives and goals.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---------------------------------------------|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---------------------------------------------|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

PROGRAM SPECIALIST – CHARACTER EDUCATION (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

- * (9) Provide data and appropriate reports to school personnel and community organizations in a timely manner.
- * (10) Meet with school and district personnel, students, parents, and community leaders to share information and address issues.
- * (11) Coordinate with community resources and service agencies as appropriate.
- * (12) Develop and disseminate program information.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|----------------------------------------------------|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|----------------------------------------------------|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

- * (13) Develop and maintain a thorough knowledge of character education and any related concepts, laws, research and programs.
- * (14) Demonstrate support for District’s goals and priorities.
- * (15) Attend professional development training as needed.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|----------------------------------------------------|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|----------------------------------------------------|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

PROGRAM SPECIALIST – CHARACTER EDUCATION (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

- *(16) Prepare documentation for required reports, charts, etc.
- *(17) Keep the Principal informed about problems, concerns and unusual issues.
- *(18) Provide input to the Principal in the evaluation of character education objectives and goals.
- (19) Perform other duties as assigned/required.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|----------------------------------------------------|------------------------------|---------------------------------|
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- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

- *(20) Model and maintain high standards of professional conduct.
- *(21) Demonstrate initiative in recognizing needs or potential improvements; be prepared to take appropriate action.
- *(22) Provide leadership to participating school staff and personnel, parents and the community.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|----------------------------------------------------|------------------------------|---------------------------------|
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Rating Code (circle one)

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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

PROGRAM SPECIALIST – CHARACTER EDUCATION (Continued)

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

Source Code (circle choices)

- | | | | | | |
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Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

7. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(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.

Source Code (circle choices)

- | | | | | | |
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Rating Code (circle one)

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| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

PROGRAM SPECIALIST – CHARACTER EDUCATION (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ **Needs Improvement** _____ **Effective** _____ **Very Effective** _____ **Outstanding** _____

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