

## SCHOOL DISTRICT OF GADSDEN COUNTY

### PRE-K PROGRAM SPECIALIST

#### PERFORMANCE APPRAISAL

Name \_\_\_\_\_ Position \_\_\_\_\_

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

#### 1. PLANNING / PREPARATION

##### Category Definitions

1. Established short- and long-range goals on District priorities in curriculum instruction.
2. Plan and develop curriculum based on current research and best practice.
3. Select, develop, modify and/or adapt materials and resources which support learning objectives and address student's needs.

##### Source Code (circle choices)

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

##### Rating Code (circle one)

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

**PRE-K PROGRAM SPECIALIST (Continued)**

**2. ADMINISTRATIVE / MANAGEMENT**

**Category Definitions**

- 4. Manage time effectively.
- 5. Establish procedures and schedules for the effective delivery of programs and services.
- 6. Organize materials and resources for reference and/or distribution.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**3. ASSESSMENT / EVALUATION**

**Category Definitions**

- 7. Assist teachers in interpreting student assessment data as a basis for instructional decisions.
- 8. Interpret and use data, (including but not limited to test results) for planning and evaluation.
- 9. Assist teachers in developing and using appropriate assessment strategies to assist in the continuous development of student learning.
- 10. Complete VPK Assessment (2 times per year, 3 for POP).

**Source Code** (circle choices)

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

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**PRE-K PROGRAM SPECIALIST (Continued)**

**4.MONTORING**

**Category Definitions**

11. Complete Classroom Environment Checklist (at the beginning of the year and in Nov/Dec).
12. Enter assessment data into ChildPlus database (3 times per year) and generate reports to assist teachers in individualizing with students.
13. Monitor classrooms and complete an Ongoing Monitoring Checklist weekly (including a lesson plan check and a classroom environment/atmosphere & CLASS check)
14. Conduct Pre/Post CLASS surveys
15. Disseminate CLASS informational letter to Site Administrator(s).
16. Conduct CLASS Information Meeting
17. Create schedule for CLASS observations
18. Coordinate with HS Director/Director’s Assistant to disseminate CLASS protocols and reports
19. Update CLASS Data in ChildPlus
20. Meet monthly with Education Team to outline PBC Strategies to address teaching team challenges observed during the CLASS Observation and during weekly classroom monitoring.
21. Provide Annual CLASS Progress Report
22. Maintain Annual Recertification as a CLASS Affiliate Trainer and Observer
23. Complete CLASS Observations and action plans twice a year.
24. Provide feedback and guidance to teachers in regards to meeting CLASS goals outlined in action plans using Practice Based Coaching strategies.
25. Monitor ChildPlus database (weekly) to ensure that all deadlines are being met for assessments, parent conferences, home visits, etc.

**Source Code** (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| <b>G. Behavioral Event Interview</b> | <b>H. Direct Documentation</b> | <b>I. Indirect Documentation</b> | <b>J. Training Programs Competency Acquisition</b> | <b>K. Evaluatee Provided</b> | <b>L. Confirmed Observation</b> |
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## PRE-K PROGRAM SPECIALIST (Continued)

**5. INTERVENTION / DIRECT SERVICES****Category Definitions**

26. Develop and implement curriculum based on current research and best practices.
27. Coordinate program design to ensure continuity in Pre-K-12, special and/or regular education.
28. Collaborate and provide consultant and resource services for District instructional support teams, Principals, and other District personnel.
29. Plan and facilitate staff meetings with instructional staff and conduct in-service training.
30. Demonstrate successful teaching and learning strategies in the classroom setting, i.e. coaching, modeling, and assisting.
31. Assist teachers by providing materials and supplies necessary to implement the Big Day curriculum and to meet Head Start/VPK Standards.
32. Assists in ensuring that student-teacher ratio guidelines are met by providing assistance in the classroom, i.e., holding classes and relieving missing personnel when there is a shortage of capable individuals.
33. Assist in the registration process with screening
34. Complete Annual Program Report
35. Complete Community Assessment

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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**6. COLLABORATION****Category Definitions**

36. Communicate effectively, orally and in writing, with teachers, administrators and the public.
37. Interpret instructional programs and goals to District/School personnel and the community.
38. Collaborate with teachers and other professional in curriculum development special activities, and related initiatives.

**Source Code** (circle choices)

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## PRE-K PROGRAM SPECIALIST (Continued)

**7. STAFF DEVELOPMENT****Category Definitions**

39. Design and implement staff development programs for teachers, administrators, and parents needed by the target population.  
 40. Participate in staff development programs to increase knowledge, skills and abilities related to assigned responsibilities.  
 41. Attend monthly staff meetings  
 42. Review current literature and technical sources of information related to responsibilities.  
 43. Provide CLASS Observation Training to Existing and Future Education Team Staff  
 44. Plan Head Start/Pre-K Summer Academy

**Source Code** (circle choices)

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**8. PROFESSIONAL RESPONSIBILITIES****Category Definitions**

45. Follow adopted policies and procedures in accordance with School Board priorities.  
 46. Conduct oneself in the best interest of students in accordance with the highest traditions of public education  
 47. Model professional and ethical conduct and adhere at all times to the Code of Ethics Principles of Professional Conduct.  
 48. Prepare required reports and maintain all appropriate records.  
 49. Perform other duties as assigned.

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**PRE-K PROGRAM SPECIALIST (Continued)**

**9. STUDENT GROWTH / ACHIEVEMENT**

**Control Dimension**

50. Ensure that student growth / achievement is continuous and appropriate for age group subject area, and/or student program classification.

Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made tests, criterion and norm-referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the district and / or required by adopted curriculum standards.

Provide leadership in the implementation of the VPK Assessment, Early Childhood Inventory (ECI), Earl STAR Literacy Assessment, and other tests designed and adopted to measure student achievement.

(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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- |                                      |                                |                                  |  |                              |                                 |
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**PRE-K PROGRAM SPECIALIST (Continued)**

**10. 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.  
 The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.

Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

(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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- |                                      |                                |                                  |  |                              |                                 |
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**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**