

**SCHOOL DISTRICT OF GADSDEN COUNTY**

**COORDINATOR – COMMUNITIES IN SCHOOLS**

PERFORMANCE APPRAISAL

Name \_\_\_\_\_ Position \_\_\_\_\_  
 School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. SERVICE DELIVERY**

**Category Definitions**

1. Mobilize financial and human resources to support Communities in Schools Program
2. Select and train all management team staff
3. Negotiate agency agreements
4. Establish and maintain appropriate linkages with school district and social service agency personnel
5. Serve as liaison for parents between the schools, community, District, and the Florida Department of Education.
6. Submit reports to appropriate state office
7. Present and carry out operational and strategic plans
8. Establish and maintain clear documentation of all program correspondence and reports

**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 |
|----------------|-------------------|-----------|----------------|-------------|

## COORDINATOR – COMMUNITIES IN SCHOOLS (Continued)

**2. INTERAGENCY COMMUNICATION AND DELIVERY****Category Definitions**

9. Oversee coordination of all student and family services from repositioned staff
10. Establish and maintain productive working relationship with members of the board of directors
11. Serve as community contact for interpreting FCAT, Florida Writes, and other test results to parents.
12. Assist schools in communicating with parents through home visits.
13. Provide assistance in channeling information throughout the District as it pertains to parents and the community.
14. Implement management information/evaluation system
15. Assist school principals in developing, improving and implementing parent services.
16. Maintain contact and a working relationship with outside agencies.
17. Develop partnerships with local business and service groups to advance student learning by involving community members in school volunteer programs.
18. Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education (literacy).

**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 |
|----------------|-------------------|-----------|----------------|-------------|

**3. PROFESSIONAL GROWTH AND IMPROVEMENT****Category Definitions**

19. Attend conferences to keep abreast of changes.
20. Keep well informed of current trends in curriculum areas.
21. Provide inservice training opportunities for school personnel to increase school/parent communication and involvement.
22. Set high standards for self and others.

**Source Code** (circle choices)

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

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

## COORDINATOR – COMMUNITIES IN SCHOOLS (Continued)

### 4. SYSTEMIC FUNCTIONS

#### Category Definitions

23. Work with Board of directors to develop and implement a multi-year resource development plan focusing on diversified resources
24. Establish and maintain appropriate linkages with media representatives
25. Present the Communities in Schools mission, vision, and initiatives within the community
26. Set up awards programs for CTBS, FCAT, Florida Writes, etc.
27. Provide schools with written communication for parents (Spanish and English versions)
28. Assist the Board with development and implementation of a public relations plan
29. Hold group meetings with parents to help them deal with problems and individual needs of their children.
30. Prepare or oversee the preparation of all required reports and maintain appropriate records. (31) Perform other duties as assigned.

#### Source Code (circle choices)

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

#### Rating Code (circle one)

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

### 5. LEADERSHIP AND STRATEGIC ORIENTATION

#### Category Definitions

32. Provide workshops/training for school advisory councils.
33. Prepare proposals and applications to potential funding sources
34. Oversee financial management system to ensure effective fiscal management
35. Prepare an annual budget for review and approval by the board of directors
36. Form a District parent advisory council to include parent representation from each school/community and/or special program.
37. Conduct periodic assessment of school and community needs
38. Promote District goals and priorities.

#### Source Code (circle choices)

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

**COORDINATOR – COMMUNITIES IN SCHOOLS (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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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**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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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**COORDINATOR – COMMUNITIES IN SCHOOLS (Continued)**

**OVERALL RATING: (enter total scores)**

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

Outstanding \_\_\_\_ Very Effective \_\_\_\_ Effective \_\_\_\_ Needs Improvement \_\_\_\_ Unsatisfactory \_\_\_\_

**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**