

# SCHOOL DISTRICT OF GADSDEN COUNTY

## GRADUATION COACH PERFORMANCE APPRAISAL

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

School/Department \_\_\_\_\_ School Year \_\_\_\_\_

### 1. PLANNING/PREPARATION

#### Category Definitions

- \*(1) Arrange educational field trips, family events, and cultural events for students and their families during the program.
- \*(2) Set up college and job shadowing visits.
- \*(3) Help develop and coordinate the mentoring and tutoring activities of the university students assigned to the school.
- \*(4) Arrange high school mentor relationships for students.
- \*(5) Assist with the development of workshops for financial aid, college survival skills, and college search workshops for parents annually.
- \*(6) Help the partners set up the meetings and workshops and then evaluate the overall effectiveness.

#### 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
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#### Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
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GRADUATION COACH (Continued)

**2. ADMINISTRATIVE/MANAGEMENT**

**Category Definitions**

- \* (7) Maintain accurate student records.
- \* (8) Comply with all the program reporting requirements including the input of all outcome data into the dedicated database and maintaining and submitting student participation data, time and effort logs, and project evaluation reports in a timely manner.
- \* (9) Manage project related supplies and equipment.

**Source Code (circle choices)**

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

- \* (10) Conduct career assessments to help students identify interests and relevant academic strategies required to reach their career goals.
- \* (11) Continuously monitor students' academic progress and provide instructional best practices to teachers for implementation in the classroom.
- \* (12) Measure progress of outcomes each year as compared to baseline data established in year one and previous years' data.
- \* (13) Survey GEAR UP students and parents to establish baseline data for annual outcome measures.
- \* (14) Analyze student performance data and collaborate with school staff on the development, implementation and monitoring of academic plans.

**Source Code (circle choices)**

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

**Rating Code (circle one)**

- |                       |                          |                  |                       |                    |
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**GRADUATION COACH (Continued)**

**4. INTERVENTION/DIRECT SERVICES**

**Category Definitions**

- \*(15) Facilitate long-range student planning.
- \*(16) Work with school staff and other program partners to implement the technology and college awareness components.
- \*(17) Work with the partner colleges to assign student teachers to schools.
- \*(18) Promote college awareness for students using visits, networks, summer experiences, and other innovative strategies designed to reach even the hard-to-reach students.
- \*(19) Assist with the development of workshops for financial aid, college survival skills, and college search workshops for students annually.
- \*(20) Encourage the use of career and academic planning tools.
- \*(21) Help students select their high school major(s) and develop ePEP plans.
- \*(22) Encourage students to take coursework to ensure their eligibility for the Florida Bright Futures Scholarships.
- \*(23) Help students and parents develop contracts and academic plans so that students succeed in high school and continue in postsecondary education.
- \*(24) Involve parents and the community in GEAR UP activities and trainings.
- \*(25) Work with the Parent Resource Centers at the schools to align program efforts in parent awareness and involvement.
- \*(26) Develop 21<sup>st</sup> Century Certificates for students and their parents to gain their commitment to participate in the program.
- \*(27) Work with targeted students and parents to ensure that the students are taking the CollegeEd and AVID components each year in high school and that their parents are reviewing the CollegeEd component family workbook each year.
- \*(28) Promote college awareness for parents using visits, networks, summer experiences, and other innovative strategies designed to reach even the hard-to-reach parent.
- \*(29) Work closely with key personnel in FDOE to plan activities, coordinate activities of college and university partners, and report results of surveys and progress made annually.
- \*(30) Work closely with program partners to ensure appropriate implementation of all grant related activities.
- \*(31) Participate in all grant related meetings and professional development activities.

**Source Code (circle choices)**

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**GRADUATION COACH (Continued)**

**5. COLLABORATION**

**Category Definitions**

- \*(32) Collaborate with before and after-school programs and summer program staff.
- \*(33) Collaborate with the community, including 21<sup>st</sup> Century Community programs and Supplemental Education Services (SES) providers, to develop other community mentor and tutoring relationships for targeted students.
- \*(34) Collaborate with partner colleges to develop summer bridge programs to help high school graduates who do not meet minimum college entrance cut off scores remediate before the fall semester starts, getting them better prepared for their first year in college.
- \*(35) Collaborate with Career Resource staff at the school and with career academy or magnet programs in the school to coordinate academic and career preparation.
- \*(36) Collaborate with teachers and school leaders to identify promising practices and effective instructional strategies which align with program goals.
- \*(37) Collaborate with FDOE Bureau of Family and Community Outreach to identify promising practices to reach and involve parents and community partners.
- \*(38) Collaborate with lending institution trainers and default prevention teams to ensure that students and parents are aware of the consequences of their financial actions.
- \*(39) Collaborate with program partners and the school districts to ensure that the program activities are maximized and that remediation and professional development are scheduled and taking place.
- \*(40) Collaborate with partners to become trainers for activities that embed the values and activities necessary for success in high school and postsecondary education.

**Source Code (circle choices)**

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GRADUATION COACH (Continued)

**6. STAFF DEVELOPMENT**

**Category Definitions**

- \*(41) Work with school leadership and the school district school improvement staff to support teachers in need of improvement and teachers either not properly certified or teaching out-of-field.
- \*(42) Work with district professional development personnel to plan the most appropriate professional development for the teachers at the school based on program goals, program initiatives, and teacher credentials.
- \*(43) Consult with FDOE staff to ensure that teachers will receive professional development designed to teach the techniques of positive behavior support so that they can work with targeted students most at-risk in a more effective way.
- \*(44) Monitor program related professional development to ensure completion, follow-up, and successful classroom implementation.
- \*(45) Establish and implement an Individual Professional Development Plan.

**Source Code (circle choices)**

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**Rating Code (circle one)**

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

**7. PROFESSIONAL RESPONSIBILITIES**

**Category Definitions**

- \*(46) Model professional and ethical conduct and adhere at all times to the *Code of Ethics of the Education Profession in Florida* and *Principles of Professional Conduct for the Education Profession in Florida*.
- (47) Perform other incidental tasks consistent with the goals and objectives of this position.

**Source Code (circle choices)**

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

**8. STUDENT GROWTH/ACHIEVEMENT**

**Control Dimension**

- \*(48) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- \*(49) Maintain academic focus by using a variety of motivational techniques.
- \*(50) Ensure that student growth/achievement is continuous and appropriate for age group, subject area, and/or student program classification.
- \*(51) Establish and maintain a positive, collaborative relationship with students' families to increase student achievement.

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 Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) 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.**

**Source Code** (circle choices)

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

GRADUATION COACH (Continued)

**9. 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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**GRADUATION COACH (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:**

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**This evaluation has been discussed with me:**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Comments of the Evaluator:**

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\_\_\_\_\_  
**Signature of Evaluatee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Evaluator**

\_\_\_\_\_  
**Date**