SCHOOL DISTRICT OF GADSDEN COUNTY

AMERICAN RESCUE (ARP) PROJECT MANAGER

PERFORMANCE APPRAISAL

Name_____**Position** _____

School / Dept._____**School Year**_____

1. **SERVICE DELIVERY**

Category Definitions

1. Manage and implement all aspects of the American Rescue Plan.
2. Prepare and monitor the program budget.
3. Coordinate and plan staff and member activities.
4. Assist in the preparation of long-range plans for American Rescue Plan.
5. Communicate, through meetings and written material, information that will keep staff and members informed of American Rescue Plan, Grant policies, procedures, changes, and updates.
6. Ensure that the (ARP) meets its program objectives.
7. Assist in grant evaluation.

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

AMERICAN RESCUE PLAN (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

8. Provide reports in a timely manner to overseeing agencies.
9. Meet with district staff, principals, and other school personnel to share information and address issues.
10. Coordinate with community resources and service agencies as appropriate.
11. Develop and disseminate program information.

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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3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

12. Develop and maintain a thorough knowledge of the American Rescue Plan and any related policies, rules, or laws.
13. Demonstrate support for District's goals and priorities.
14. Attend all conference calls and meeting to enhance program knowledge for effective program implementation.
15. Promote and support professional development for self and others.

Source Code (circle choices)

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Rating Code (circle one)

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AMERICAN RESCUE PLAN (Continued)

4.	SYSTEMIC FUNCTIONS

Category Definitions

16. Prepare required reports and maintain appropriate records.
17. Keep immediate supervisor and other personnel informed about potential problems and unusual events.
18. Assist the Superintendent and professional staff in planning the wise utilization of funds available.
19. Keep immediate supervisor and others appropriate persons informed about potential problems..
20. Maintain and organize appropriate records.
21. Perform other duties as assigned.

Source Code (circle choices)

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5.	LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

22. * Model and maintain high standards of professional conduct.
23. *Contribute to department planning activities, including short and long term goals, budget, and resources
24. * Demonstrate initiative in recognizing need or potential for improvement and take appropriate action.

Source Code (circle choices)

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AMERICAN RESCUE PLAN (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, teamsmanshi p 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)

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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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AMERICAN RESCUE PLAN (Continued)

<u>**OVERALL RATING: (enter total scores)**</u>

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** _____

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Comments of the Evaluator:

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Signature of Evaluatee   **Date**

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Signature of Evaluator   **Date**

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