

SCHOOL DISTRICT OF GADSDEN COUNTY

ASSISTANT DIRECTOR OF FACILITIES

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

- (1) Ensure District compliance with applicable codes, rules and statutes.
- (2) Monitor the development of both short- and long-range facilities maintenance plans.
- (3) Coordinate the selection of design and construction professionals.
- (4) Coordinate activities regarding physical plants in accordance with Florida Statutes and State Board rules.
- (5) Develop, maintain and coordinate procedures to ensure a safe, clean, attractive and pleasant school atmosphere.

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

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions

- (6) Maintain effective relations with patrons, employees and the general public.
- (7) Coordinate activities of the division with schools and other divisions.
- (8) Facilitate close communication between the maintenance and facilities functions to ensure cost efficiency.
- (9) Ensure that both capital and major maintenance projects are coordinated with appropriate regulatory agencies.
- (10) Promote cooperative relationships and coordinated efforts among support services to facilitate the instructional program.
- (11) Coordinate activities with architects, engineers and contractors.
- (12) Evaluate and review, on a continuous basis, financial requirements and maintain a system of cost accounting in cooperation with the Finance Department.

Source Code (circle choices)

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

Rating Code (circle one)

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

Assistant Director of Facilities (Continued)

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

- (13) Keep abreast of new developments in facility design, operation of systems and maintenance techniques to ensure maximum efficiency from operational expenditures.
- (14) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.
- (15) Attend meetings and conferences, which promote professional growth and benefit the District.
- (16) Promote and support professional development for self and others.
- (17) Establish procedures, which ensure personnel awareness of Florida Statutes, State Board of Education rules and health - safety standards and ensure the standards are implemented.

Source Code (circle choices)

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

Rating Code (circle one)

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

4. SYSTEMIC FUNCTIONS

Category Definitions

- (18) Assist with interviewing, hiring and training personnel.
- (19) Assist with the development and monitoring of the department budget.
- (20) Possess excellent written and oral communication skills.
- (21) Exhibit acute attention to detail.
- (22) Exhibit working knowledge of computers with MS office proficiency.
- (23) Manage and complete multiple concurrent projects within specified schedules.
- (24) Assist with the negotiation and monitoring of contracted projects.
- (25) Assist with estimating, scheduling, procurement, and management of projects.
- (26) Assist with assuring all federal, state, and local regulations are met.
- (27) Work closely with FDOE for reporting and recording accurate use of facilities.
- (28) Exhibit confidence and commitment to the vision and mission of the District.
- (29) Perform other duties as assigned.

Source Code (circle choices)

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

- | | | | | |
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Assistant Director of Facilities (Continued)

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

- (30) Assist with the development and presentation of appropriate Board agenda items pertaining to areas of responsibility.
- (31) Follow established procedures that provide school-based managers opportunities to participate in decisions that affect them and their schools.
- (32) Assist with interviewing and recommending architects, engineers, project managers, contractors and other professionals related to construction and renovation of facilities.
- (33) Assist with planning for future needs and prepare requisitions to meet the need for tools, equipment and supplies.
- (34) Assist with preparing all required reports and maintaining all appropriate records.
- (35) Review contract documents and work collaboratively with appropriate district and external personnel.

Source Code (circle choices)

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

Rating Code (circle one)

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

6. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

- * (36) Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and / or student program classification being served.

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

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

Assistant Director of Facilities (Continued)

7. 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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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| G. Behavioral Event Interview | H. Direct Documentation | I. Indirect Documentation | J. Training Programs Competency Acquisition | K. Evaluatee Provided | L. Confirmed Observation |
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Rating Code (circle one)

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

Assistant Director of Facilities (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