

## SCHOOL DISTRICT OF GADSDEN COUNTY

### SUPERVISOR OF INSTRUCTIONAL MEDIA, MATERIALS, AND TECHNOLOGY

#### PERFORMANCE APPRAISAL

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

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

#### 1. PLANNING / PREPARATION

##### Category Definitions

1. Facilitate the establishing of a District-wide Instructional Technology Plan that will include priority, guidelines and criteria for purchasing and installing infrastructure, hardware and software.
2. Initiate the preparation and coordination of the annual District-wide media services operating budget and coordinate the administration of the adopted budget.
3. Set guidelines and criteria for coordinated purchasing of new and disposing of outdated books, media materials and equipment.
4. Assume responsibility for long-range planning for the District's total media services.
5. Organize and implement an audio visual aids program for general circulation among the schools and departments of the District, such a program to include use of video and audio recordings, transcriptions, tapes, slides, exhibits, posters, computer programs, laser based media, and other audio or visual instructional materials and equipment.

##### 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 |
|----------------|-------------------|-----------|----------------|-------------|

## SUPERVISOR OF INSTRUCTIONAL MEDIA, MATERIALS, AND TECHNOLOGY (Continued)

**2. ADMINISTRATIVE / MANAGEMENT****Category Definitions**

6. Establish and administer coordinated procedures for technology support services including repairs and upgrades.
7. Supervise the installation, operation, and upgrading of a District-wide Area Network for Internet access.
8. Manage budgets for various projects (media, Materials and Technology) annually as well as an annual budget for instructional media services based on comprehensive planning.

**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**

9. Prepare a detailed annual report for the Superintendent covering growth of the collections and programs offered, plan for development, and comparisons of the District's media centers and media services with state and national norms and standards.
10. Maintain a continuous program of evaluation of techniques and services in the school media centers.
11. Prepare or oversee the preparation of textbooks for evaluation.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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## SUPERVISOR OF INSTRUCTIONAL MEDIA, MATERIALS, AND TECHNOLOGY (Continued)

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

12. Seek additional sources of District revenue by writing grants and serving as a technical assistant to others who are writing grants for media acquisitions.
13. Provide leadership and direction for comprehensive media services in support of District goals and priorities.
14. Meet monthly with technology specialists and media specialists.
15. Assist school administrators in selection and evaluation of media technology personnel as requested.
16. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
17. Facilitate problem-solving by individuals and groups.
18. Model effective facilitation skills.

**Source Code** (circle choices)

- |                                      |                                |                                  |  |                              |                                 |
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**5. COLLABORATION****Category Definitions**

19. Consult on the selection and acquisition of hardware and software for each school's use.
20. Assist the media specialists in establishing and maintaining an electronic system of accounting for all library books, reference volumes, audio visual materials, and periodicals.
21. Maintain open communication and cordial relations with the professional staff of the municipal library system for the resolution of mutual problems and the full utilization by the school of municipal library services, programs, and materials.

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## SUPERVISOR OF INSTRUCTIONAL MEDIA, MATERIALS, AND TECHNOLOGY (Continued)

**6. STAFF DEVELOPMENT****Category Definitions**

22. Set high standards and expectations for self and others
23. Direct the design and implementation of programs for school and District staff development.
24. Keep abreast of trends, developments, and issues related to media technology.
25. Attend state and national conferences to provide current media and technology information.
26. Assist department staff in keeping up-to-date and well-informed about issues and changes in assigned area of responsibility.
27. Facilitate staff development opportunities in the use and integration of technology into the curriculum.

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**7. PROFESSIONAL RESPONSIBILITIES****Category Definitions**

28. Seek additional sources of revenue for technology projects by writing grants and managing all such projects.
29. Keep informed about all types of educational technology and remain up-to-date on trends and practices regarding its use.
30. Represent the School District at state level meetings concerning instructional library / media, instructional materials (textbooks), and educational technology.
31. Keep informed about all types of educational materials in non-print as well as print media, and remain up-to-date on trends and practices regarding their use.
32. Attend FETC conference in leadership role.
33. Perform other duties as assigned.

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- |                                      |                                |                                  |  |                              |                                 |
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**SUPERVISOR OF INSTRUCTIONAL MEDIA, MATERIALS, AND TECHNOLOGY (Continued)**

**8. STUDENT GROWTH / ACHIEVEMENT**

**Control Dimension**

- 34. Provide support for instruction of Sunshine State Standards and instructional standards on state and national tests.
- 35. Ensure that lesson plans reflect support of classroom instructional program.
- 36. Select print materials, software, and technology support instructional program.

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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**SUPERVISOR OF INSTRUCTIONAL MEDIA, MATERIALS, AND TECHNOLOGY (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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|----------------|-------------------|-----------|----------------|-------------|

**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**