

SCHOOL DISTRICT OF GADSDEN COUNTY

SUPERVISOR OF TITLE I

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Monitor the implementation of Title I programs to ensure compliance with provisions of the grant(s).
2. Establish and maintain financial records for program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
3. Direct the preparation and submission of reports as required.
4. Follow-up and resolve findings of external auditors.
5. Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.
6. Supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in Title I programs.

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

SUPERVISOR OF TITLE I (Continued)

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

7. Maintain a positive working relationship with all appropriate governmental agencies.
8. Use effective communication strategies to interact with a variety of audiences.
9. Respond to inquiries and concerns in a timely manner.
10. Ensure information exchange, coordination of efforts and articulation of program and services by working closely with school administrators.

Source Code (circle choices)

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

Rating Code (circle one)

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

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

11. Assist in the development, implementation and evaluation of staff development activities.
12. Set high standards and expectations for self and others.
13. Keep up-to-date and well-informed about trends and best practices in assigned area.
14. Maintain a network of peer contacts through professional organizations.
15. Promote and support the professional growth of self and others.

Source Code (circle choices)

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

Rating Code (circle one)

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

SUPERVISOR OF TITLE I (Continued)**4. SYSTEMIC FUNCTIONS****Category Definitions**

16. Prepare, implement and coordinate Title I projects and grants.
17. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
18. Recommend the establishment or elimination of special classes, programs and services.
19. Assist in projecting budgets and personnel needs for Title I programs.
20. Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment.
21. Provide input in the planning, modification and construction of educational facilities.
22. Prepare all required reports and maintain all appropriate records and inventories.
23. 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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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

5. LEADERSHIP AND STRATEGIC ORIENTATION**Category Definitions**

24. Coordinate the planning, implementation and evaluation of Title I programs and services.
25. Implement and monitor suitable procedures for screening and diagnosis of students' problems.
26. Implement and monitor procedures for placement, transfer and program completion for students in Title I programs.
27. Assist in maintaining appropriate coordination between Title I programs and other programs.
28. Assist principals, as needed, in the recruitment, selection, placement and appraisal of personnel.
29. Assist in the development of administrative guidelines for Title I programs.

Source Code (circle choices)

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Rating Code (circle one)

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SUPERVISOR OF TITLE I (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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Rating Code (circle one)

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

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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Rating Code (circle one)

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

SUPERVISOR OF TITLE I (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**