SCHOOL DISTRICT OF GADSDEN COUNTY

DIRECTOR OF VOCATIONAL AND ADULT EDUCATION

PERFORMANCE APPRAISAL

Name _____ **Position** _____

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

1. SERVICE DELIVERY

Category Definitions

1. Organize and supervise the vocational / applied technology education program of the District.
2. Monitor the vocational education program for compliance with all governing rules and regulations and report all infractions to the Superintendent.
3. Review all requests for vocational education textbooks and instructional supplies and make recommendations for purchase.
4. Administer the adult education program pursuant to provisions of Florida School laws, State Board of Education regulations, and School Board policies.
5. Coordinate the writing and submission of grants and other funding proposals.
6. Collect and report data required by the District or state, such as Placement and Follow-up reports, Carl Perkins grant reports, and Gold Seal Endorsement data.
7. Supervise and monitor special fund expenditures, such as federal or state grants and equipment replacement and repair funds.
8. Coordinate Tech Prep and School-to-Work programs.
9. Develop, organize, and coordinate community education programs and activities.

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

DIRECTOR OF VOCATIONAL AND ADULT EDUCATION (Continued)

2. INTERAGENCY COMMUNICATION AND DELIVERY

Category Definitions
10. Disseminate and interpret information on curriculum and District, state, and federal initiatives.
11. Organize county groups to provide for effective revision and articulation of the county vocational educational instructional programs.
12. Assist school curriculum coordinators in developing and implementing the vocational education instructional program.
13. Work with post-secondary institutions to develop articulation agreements.
14. Work closely with advisory councils to maintain effective, up-to-date, applied technology programs.
15. Consult with business and community groups on educational and training needs.
16. Serve as District liaison with the Florida Department of Education on matters related to vocational and adult / community education.

Source Code (circle choices)

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3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions
17. Assist in the development, implementation, and evaluation of staff development activities related to vocational and adult education.
18. Maintain a network of peer contacts through professional organizations.
19. Keep abreast of current trends and changes in vocational and adult education, including related laws, rules, and policies.
20. Assist principals and District-level administrators in understanding and keeping abreast of trends and developments in vocational and adult education.
21. Promote and support professional development for self and others.

Source Code (circle choices)

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DIRECTOR OF VOCATIONAL AND ADULT EDUCATION (Continued)

4. SYSTEMIC FUNCTIONS

Category Definitions

22. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
23. Plan for the timely replacement of instructional equipment.
24. Prepare all required reports and maintain all appropriate records.
25. Demonstrate support for District goals and priorities.
26. Serve as a program consultant to school personnel with assistance in the identification of program needs, selection of appropriate materials and equipment, and in selection of effective teaching strategies.
27. Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
28. Assist in the development of administrative guidelines and policies for vocational / applied technology programs.
29. Assist in maintaining appropriate coordination between applied technology programs and other programs.
30. Provide input in the planning, modification, and construction of school facilities.
31. Perform other duties as assigned.

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5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

32. Provide leadership and direction for the planning, implementation, and evaluation of vocational / applied technology and adult education programs and activities.
33. Demonstrate initiative in recognizing needs, problems, or potential for improvement and take appropriate action.
34. Model and maintain high standards of professional conduct.
35. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
36. Contribute to District planning activities, including providing input into short- and long-term goals and objectives, budget, and use of resources.

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DIRECTOR OF VOCATIONAL AND ADULT EDUCATION (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, teamsmanship 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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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.

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DIRECTOR OF VOCATIONAL AND ADULT EDUCATION (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:

_____
_____
_____
_____

Comments of the Evaluator:

_____
_____
_____
_____

This evaluation has been discussed with me: Yes _____ No _____

_____
Signature of Evaluatee   **Date**

_____
Signature of Evaluator   **Date**