

**SCHOOL DISTRICT OF GADSDEN COUNTY**

**GRANTS COORDINATOR**

PERFORMANCE APPRAISAL

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

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

**1. SERVICE DELIVERY**

**Category Definitions**

1. Research, prioritize, and distribute information from publications which identify sources of funding such as the Federal Register and Commerce Business Daily, and bring to the attention of the staff those notices of funding sources or requests for proposals that have implications for project development and management.
2. Seek additional sources of revenue for the District by writing grants and serving as a technical assistant to others who are writing grants.
3. Assist in providing leadership to the appropriate personnel in identifying curriculum needs and developing proposed solutions which may be funded by special grant monies.
4. Assist in the preparation of long-range plans for project development activities and plans for individual grant proposals to be prepared.
5. Coordinate the writing, production, duplication and mailing of proposals and supervise proposal writing staff, if appropriate.
6. Develop appropriate budgeting documents.
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 |
|----------------|-------------------|-----------|----------------|-------------|

**GRANTS COORDINATOR (Continued)**

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

- 8. Develop and disseminate grant information to schools and others who are eligible to apply for grants.
- 9. Act as a resource person and provide technical assistance for the preparation of grant applications.
- 10. Work cooperatively with appropriate District personnel to interpret guidelines and aid in the writing, evaluation and submission of grant applications.
- 11. Establish and maintain liaison with city, county, state and federal agency offices involved in proposal applications.
- 12. Coordinate with other institutions in applying for joint awards.
- 13. Develop submission procedures for review of all grants prior to School Board review.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

**Category Definitions**

- 14. Develop and maintain a thorough knowledge of state, federal, and other project regulations and guidelines dealing with grant applications.
- 15. Present workshops on grant writing techniques.
- 16. Train others in grant writing.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**GRANTS COORDINATOR (Continued)**

**4. SYSTEMIC FUNCTIONS**

**Category Definitions**

- 17. Develop and coordinate grant worthy educational concepts.
- 18. Assist the Superintendent and professional staff in planning the wise utilization of funds available through various grant programs.
- 19. Prepare and submit all required reports in a timely manner and maintain all appropriate records.
- 20. Keep immediate supervisor and other appropriate persons informed about potential problems, unusual events, or opportunities.
- 21. Perform other duties as assigned.

**Source Code** (circle choices)

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

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|-----------------------|--------------------------|------------------|-----------------------|--------------------|
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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 use of resources.
- 24. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- 25. Use appropriate interpersonal styles and methods to guide individuals and groups to appropriate task accomplishment.
- 26. Facilitate problem-solving by individuals or groups.

**Source Code** (circle choices)

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

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

**GRANTS COORDINATOR (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.**

**Source Code** (circle choices)

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

**GRANTS COORDINATOR (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**