

SCHOOL DISTRICT OF PUTNAM COUNTY

STAFFING SPECIALIST

PERFORMANCE APPRAISAL

Name _____ Position _____

Employee # _____ Course Code Number _____

School/Dept. _____ School Year _____

1. PLANNING/PREPARATION

Category Definitions

- *(1) Establish long and short range plans based on student needs and District, state and federal requirements.
- *(2) Coordinate and schedule staffing meetings.
- *(3) Monitor the implementation of Individual Education Plans (IEPs).
- *(4) Participate in the planning, implementation, and evaluation of the exceptional student education (ESE) program.
- *(5) Assist in preparing for changing curriculum needs and continuous improvement.
- *(6) Participate in cooperative long-range planning with departments and schools.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
 D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Category Score

Maximum Score - 7

- Unsatisfactory - 0 Needs Improvement - 2.5 Effective - 5 Highly Effective - 6 Exemplary - 7

STAFFING SPECIALIST (Continued)

2. CLASSROOM MANAGEMENT

Category Definitions	
* (7)	Maintain a positive, organized, and safe learning environment.
* (8)	Manage time effectively.
* (9)	Manage materials and equipment effectively.
* (10)	Establish and maintain effective and efficient record-keeping procedures.
* (11)	Use appropriate student behavior management techniques.
* (12)	Assist in enforcement of school rules, administrative regulations, and Board policies.
Source Code (check all that apply)	
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided
<input type="checkbox"/> C. Indirect Documentation	<input type="checkbox"/> F. Confirmed Observation
Category Score	Maximum Score - 7
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 2.5
<input type="checkbox"/> Effective - 5	<input type="checkbox"/> Highly Effective - 6
<input type="checkbox"/> Exemplary - 7	

3. ASSESSMENT/EVALUATION

Category Definitions	
* (13)	Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
* (14)	Interpret and use data, including but not limited to standardized and other test results, for diagnosis, instructional planning, and program evaluation.
* (15)	Carry out responsibilities for test administrators, <i>i.e.</i> , handle materials in a secure manner.
* (16)	Seek out multiple data sources providing evidence of student growth and developmental needs. Examples include: parent interaction, collegial team interaction, and planning.
* (17)	Maintain specific records of data collection.
* (18)	Assist in the evaluation of the ESE program.
Source Code (check all that apply)	
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided
<input type="checkbox"/> C. Indirect Documentation	<input type="checkbox"/> F. Confirmed Observation
Enter Category Score	Maximum Score - 6
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 2
<input type="checkbox"/> Effective - 4	<input type="checkbox"/> Highly Effective - 5
<input type="checkbox"/> Exemplary - 6	

STAFFING SPECIALIST (Continued)

4. INTERVENTION/DIRECT SERVICES

Category Definitions

- *(19) Implement and monitor procedures for eligibility and placement of exceptional education students.
- *(20) Implement and monitor procedures for re-evaluation of exceptional students as appropriate.
- *(21) Assist school based personnel in implementing appropriate procedures for maintaining exceptional education student records.
- *(22) Assist school based personnel in the development and coordination of transition planning for exceptional education students.
- *(23) Assist school based personnel in the direction and coordination of educational programs for exceptional student education.
- *(24) Serve on student support teams.
- *(25) Document actions related to student referrals.
- *(26) Ensure that audit checklists for initial placements are accurate and complete.
- *(27) Assist with full time equivalent (FTE) reporting as requested.
- *(28) Provide oversight to ensure successful implementation of activities.
- *(29) Provide technical support and expertise to school and district personnel.
- *(30) Assist in interpreting statutes, Department of Education rules and programs, and policies and procedures of the district as they relate to the ESE program.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
- D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Enter Category Score

Maximum Score - 10

- Unsatisfactory - 0 Needs Improvement - 3 Effective - 6 Highly Effective - 8 Exemplary - 10

STAFFING SPECIALIST (Continued)

5. TECHNOLOGY

Category Definitions				
* (31)	Use technology resources effectively.			
* (32)	Use technology to establish an atmosphere of active learning.			
* (33)	Provide students with opportunities to use technology to gather and share information with others.			
* (34)	Facilitate student access to the use of electronic resources.			
* (35)	Explore and evaluate new technologies and their educational impact.			
* (36)	Use technology to review student assessment data.			
* (37)	Use technology for administrative tasks.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Enter Category Score		Maximum Score - 6		
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 2	<input type="checkbox"/> Effective - 4	<input type="checkbox"/> Highly Effective - 5	<input type="checkbox"/> Exemplary - 6

6. COLLABORATION

Category Definitions				
* (38)	Communicate effectively, both orally and in writing, with other professionals, students, parents and community.			
* (39)	Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student standards.			
* (40)	Maintain effective communication with parents to solicit input in relation to student needs.			
* (41)	Interact with parents to enhance the understanding of procedural safeguards and other required paperwork.			
* (42)	Collaborate with peers to create quality instructional environment.			
* (43)	Serve as liaison to outside agencies related to assigned programs or services.			
* (44)	Provide oversight and direction for cooperative planning with other agencies.			
* (45)	Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Enter Category Score		Maximum Score - 5		
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 1.5	<input type="checkbox"/> Effective - 3	<input type="checkbox"/> Highly Effective - 4	<input type="checkbox"/> Exemplary - 5

STAFFING SPECIALIST (Continued)

7. STAFF DEVELOPMENT

Category Definitions

- *(46) Conduct personal assessment periodically to determine professional development needs with reference to specific assignment.
- *(47) Develop and implement a Professional Development Plan annually in accordance with state and district requirements.
- *(48) Keep abreast of laws, rules, policies and procedures related to ESE.
- *(49) Maintain expertise in assigned areas to fulfill position goals and objectives.
- *(50) Set high standards and expectations and promote professional growth for self and others.
- *(51) Facilitate the development, implementation and evaluation of training activities in areas of exceptional student education for school based staff.
- *(52) Promote professional growth activities especially in the areas of exceptional student education.
- *(53) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- *(54) Participate in cross-training activities as required.
- *(55) Participate in data collection of teacher input on administrator's performance assessment program.

Source Code (check all that apply)

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Enter Category Score

Maximum Score - 5

- Unsatisfactory - 0 Needs Improvement - 1.5 Effective - 3 Highly Effective - 4 Exemplary - 5

STAFFING SPECIALIST (Continued)

8. PROFESSIONAL RESPONSIBILITIES

Category Definitions

- *(56) Exercise a service orientation when working with others.
- *(57) Respond to inquiries and concerns in a timely manner.
- *(58) Keep supervisor informed of potential problems or unusual events.
- *(59) Serve on district committees as assigned or appropriate.
- *(60) Work closely with district and school staffs to support school improvement initiatives and processes.
- *(61) Recommend improvements for policies or procedures related to assignment.
- *(62) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(63) Follow federal and state laws as well as School Board policies.
- *(64) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(65) Maintain confidentiality regarding school/workplace matters.
- *(66) Represent the district in a positive and professional manner.
- *(67) Demonstrate support for the school district and its goals and priorities.
- *(68) Assist in implementing the district's goals and strategic commitment.
- *(69) Exercise proactive leadership in promoting the vision and mission of the district.
- *(70) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- (71) Perform other tasks or assigned duties consistent with the goals and objectives of this position.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
- D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Enter Category Score

Maximum Score - 4

- Unsatisfactory - 0 Needs Improvement - 1 Effective - 2 Highly Effective - 3 Exemplary - 4

STAFFING SPECIALIST (Continued)

9. STUDENT GROWTH AND ACHIEVEMENT

Category Definitions

- (72) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- (73) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Source Code (check all that apply)

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- E. Evaluatee Provided
- F. Confirmed Observation

Enter Category Score

Maximum Score - 50

- Up to 50 points may be earned for assigned student gains.

Performance of Students (increased learning gains)

Points Earned

Top 25%	50
Top 30%	30
Top 35%	25
Top 40%	20
Top 50%	10

- Unsatisfactory - 10
- Needs Improvement - 20
- Effective - 30
- Highly Effective - 40
- Exemplary - 50

STAFFING SPECIALIST (Continued)

OVERALL RATING

Total Score _____

Unsatisfactory 0 - 33

Needs Improvement 34 - 59

Effective 60 - 77

Highly Effective 78 - 93

Exemplary 94 - 100

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