

SCHOOL DISTRICT OF GADSDEN COUNTY

ADULT EDUCATION LITERACY COORDINATOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Assist with recruiting efforts for adult programs.
2. Advise adults about available education programs.
3. Provide information to the business community about adult education programs.
4. Identify adults in need of literacy programs.
5. Assist adult education personnel in selecting and developing curriculum guides and materials.

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
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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
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ADULT EDUCATION LITERACY COORDINATOR (continued)**2. INTERAGENCY COMMUNICATION AND DELIVERY****Category Definitions**

6. Work with social and governmental agencies to coordinate District-wide literacy efforts.
 7. Work with social and governmental agencies to arrange adult classes to meet the needs of the community.
 8. Promote public relations between schools, public agencies, and the community.

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

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

9. Keep abreast of trends and best practices related to adult literacy programs and services.
 10. Assist others in knowledge and understanding of adult literacy.
 11. Attend meetings, workshops, and conferences to enhance skills and knowledge.
 12. Develop and maintain knowledge of federal, state, and other project regulations and guidelines.

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

ADULT EDUCATION LITERACY COORDINATOR (continued)**4. SYSTEMIC FUNCTIONS****Category Definitions**

13. Demonstrate support for District and department goals and priorities.
14. Prepare and submit timely and accurate reports as required.
15. Maintain all appropriate records.
16. Keep immediate supervisor and other appropriate persons informed about potential problems, unusual events, or opportunities for improvement.
17. Perform other duties as assigned.

Source Code (circle choices)

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

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

18. Assist the Principal and Director in implementing and evaluating the Adult Education Program.
19. Assist the Principal and Director in updating the annual adult literacy plan.
20. Model and maintain high standards of professional conduct.
21. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
22. Provide leadership in working with others to accomplish tasks.

Source Code (circle choices)

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

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

ADULT EDUCATION LITERACY 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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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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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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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

Unsatisfactory Needs Improvement Effective Very Effective Outstanding

ADULT EDUCATION LITERACY COORDINATOR (continued)

<p align="center"><u>OVERALL RATING: (enter total scores)</u></p> <p align="center">Input from parents and teachers was collected and analyzed in preparation of this report.</p> <p>Unsatisfactory _____ Needs Improvement _____ Effective _____ Very Effective _____ Outstanding _____</p>	
<p>Comments of the Evaluatee:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>This evaluation has been discussed with me: Yes _____ No _____</p> <p>_____ Signature of Evaluatee</p> <p>_____ Date</p>
<p>Comments of the Evaluator:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Signature of Evaluator</p> <p>_____ Date</p>