

SCHOOL DISTRICT of OKALOOSA COUNTY
HUMAN RESOURCES

MANAGERIAL-PROFESSIONAL/TECHNICAL APPRAISAL FORM

MIS 5326
REV 09/2015

YEAR: 20

LAST NAME

FIRST NAME

POSITION: _____

LOCATION: _____

DIRECTIONS: Review the Decision Rules for Domain Ratings listed on page two and use the domain ratings of "Exceeds Expectations," "Needs Improvement," and "Unsatisfactory" to determine the Overall Domain Rating.

DOMAINS	Exceeds Expectations	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
I. ORGANIZATIONAL MORALE					
A. Plans, implements, and assesses for the improvement of the climate in department/district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Reinforces contributions toward excellence among all members of the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Communicates effectively and promptly with schools, staff, parents and community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Fosters collegiality and team building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL DOMAIN RATING:					

DOMAINS	Exceeds Expectations	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
II. ORGANIZATIONAL IMPROVEMENT					
A. Collaborates in the development and articulation of a common vision for department/district improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Works collaboratively with the department/district community to ensure attainment of district goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Develops, maintains, and utilizes information systems, records and data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Changes, discontinues or maintains programs based on the evaluation of outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL DOMAIN RATING:					

DOMAINS	Exceeds Expectations	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
III. MANAGEMENT OF ADMINISTRATIVE, FISCAL AND FACILITIES FUNCTIONS					
A. Develops budgets based on identified program needs with input from stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Monitors the use and replacement of equipment and resource materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Maintains accurate records, e.g., leave, accounting, payroll, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Manages and ensures a clean, orderly and safe work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Complies with district, state and federal laws and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Develops publishes and communicates district guidelines and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL DOMAIN RATING:					

DOMAINS	Exceeds Expectations	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
IV. TIME AND CONFLICT MANAGEMENT					
A. Ensures self-conduct that helps develop and/or maintain a sense of self-responsibility for assigned areas of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Monitors self and others for conflict management; demonstrates respect for others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Responds to time-sensitive matters and timelines in an appropriate and productive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Uses work time in an effective manner; employment time and travel are associated with job-related goals and tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL DOMAIN RATING:					

DOMAINS	Exceeds Expectations	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
V. DISTRICT AND COMMUNITY RELATIONS					
A. Effectively communicates information about the district to the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Effectively seeks community input and participation in district activities, programs and planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Participates in activities which foster rapport between the district and larger community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Conducts self in a professional, ethical manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL DOMAIN RATING:					

DOMAINS	Exceeds Expectations	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
VI. PROFESSIONAL GROWTH AND DEVELOPMENT					
A. Seeks and uses data to plan for district and departmental improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Improves leadership skills through self-initiated professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Improves management skills through self-initiated professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL DOMAIN RATING:					

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OVERALL RATINGS						DECISION RULES FOR DOMAIN RATINGS
DOMAINS:	Exceeds Expectations	Proficient	Needs Improvement	Unsatisfactory	Not Applicable	

I. Organizational Morale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>>Domain rating of "Exceeds Expectations."</p> <ul style="list-style-type: none"> •All indicator ratings are "Exceeds Expectations" or "Proficient." •If the majority of indicators are rated "Exceeds Expectations", the domain rating is "Exceeds Expectations."
II. Organizational Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>>Domain rating of "Proficient."</p> <ul style="list-style-type: none"> •No more than one rating is "Needs Improvement." •If the majority of indicators are rated "Proficient," the domain rating is "Proficient."
III. Management of Administrative, Fiscal & Facilities Functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>>Domain rating of "Needs Improvement."</p> <ul style="list-style-type: none"> •Two or more indicator ratings are "Needs Improvement."
IV. Time and Conflict Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>>Domain rating of "Unsatisfactory."</p> <ul style="list-style-type: none"> •One or more indicator rating is "Unsatisfactory."
V. District and Community Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>>Domain rating of "Not Applicable."</p> <ul style="list-style-type: none"> •Use if the domain is not assigned to or evidenced in the job category (For example: Domain I for a Maintenance Employee).
VI. Professional Growth and Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

GENERAL APPRAISAL STATEMENT: Summary statement about overall performance, including statements on significant strengths and/or weaknesses.

THREE (3) GOAL STATEMENTS RELEVANT TO IMPROVEMENT:

- 1) GOAL STATEMENT:

- 2) GOAL STATEMENT:

- 3) GOAL STATEMENT:

APPRaiser's RECOMMENDATION:

REMARKS:

APPRAISEE'S COMMENTS: Summary statement of disagreement with any of the performance ratings, if desired.

I have read this evaluation, and after a conference with my evaluator, I have received a copy of the completed evaluation instrument.

SIGNATURE OF APPRAISEE: _____

DATE: _____

SIGNATURE OF APPRAISER: _____

DATE: _____