

Flagler County Schools Comprehensive Employee Evaluation Form

NON SCHOOL-BASED ADMINISTRATOR

Name: Alba Seay

Position: Coordinator Early Learning

School/Dept: _____

School Year 2014-2015 Childhood

Mid Year Evaluation ✓

Annual Performance Evaluation Education

1. Leadership

☐ Unsatisfactory 1 ☐ Needs Improvement 2 ☐ Satisfactory 3 ☒ Very Effective 4

2. Decision Making

☐ Unsatisfactory 1 ☐ Needs Improvement 2 ☐ Satisfactory 3 ☒ Very Effective 4

3. Analytical Ability

☐ Unsatisfactory 1 ☐ Needs Improvement 2 ☐ Satisfactory 3 ☒ Very Effective 4

4. Communication

☐ Unsatisfactory 1 ☐ Needs Improvement 2 ☐ Satisfactory 3 ☒ Very Effective 4

5. Planning & Organizing

☐ Unsatisfactory 1 ☐ Needs Improvement 2 ☐ Satisfactory 3 ☒ Very Effective 4

6. Interpersonal Relationships

☐ Unsatisfactory 1 ☐ Needs Improvement 2 ☐ Satisfactory 3 ☒ Very Effective 4

7. Productivity & Initiative

☐ Unsatisfactory 1 ☐ Needs Improvement 2 ☐ Satisfactory 3 ☒ Very Effective 4

8. Commitment to Mission

☐ Unsatisfactory 1 ☐ Needs Improvement 2 ☐ Satisfactory 3 ☒ Very Effective 4

9. Personnel Development

☐ Unsatisfactory 1 ☐ Needs Improvement 2 ☐ Satisfactory 3 ☒ Very Effective 4

Total Score 36 (Maximum score is 36)

☐ Unsatisfactory 9-15 ☐ Needs Improvement 16-22 ☐ Satisfactory 23-29 ☐ Very Effective 30-36

Employee is recommended for: ☐ Reappointment ☐ Dismissal ☐ Continuance of Probationary Status

Dixie Haynes
evaluator

Alba Seay
evaluated

Mid-Year & Annual Performance Evaluation

ADMINISTRATOR

Name: Abra Seay

Job Title: _____

School/Dept.: BES/Early Ling.

Management Competencies

Expectation

Leadership

- 1) Readily assumes overall responsibility for projects and tasks as well as for students and/or staff.
- 2) Sets challenging objectives for self and ensures that others set and achieve challenging objectives.
- 3) Persuades or influences others through a number of possible means.
- 4) Stimulates others to interact, work together, resolve conflicts and encourages others to reach mutual agreement.
- 5) Delegates authority and responsibility in accomplishing projects.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) ✓

Comments: _____

Decision Making

- 1) Shows a willingness to make decisions, render judgments, take action and commit self and others in a timely manner.
- 2) Makes high-quality decisions which reflects appropriate action based upon circumstances and data available and in keeping with the philosophy, goals, objectives and policies of the district when applicable.
- 3) Is aware of the effects of own decisions on other people.

- 1) _____
- 2) _____
- 3) ✓

Comments: _____

Analytical Ability

- 1) Identifies important issues and problems.
- 2) Searches for and gathers many different kinds of information before arriving at an understanding of an event or a problem.
- 3) Uses analytical skills to review information and formulates alternative solutions to problems.

- 1) _____
- 2) _____
- 3) ✓


Comments: _____

Management Competencies

Expectation

Interpersonal Relationships


- 1) Creates a work climate which reflects trust, openness and good relations among personnel.
- 2) Emphasizes fairness in dealing with personnel.
- 3) Is aware of the effects of own behavior on other people.
- 4) Considers the position, feelings and perspectives of others when planning, organizing and making decisions.
- 5) Tailors style of interaction to fit the situation or audience.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5)  _____

Comments: _____

Teamwork


- 1) Works as part of the team with district and school staff.
- 2) Coordinates efforts with other departments.
- 3) Uses own ideas and ideas of others to initiate and stimulate dialogue and facilitate the group process.

- 1) _____
- 2) _____
- 3)  _____

Comments: _____

Commitment to Mission


- 1) Presents a positive image of the school and district.
- 2) Conveys a commitment to the mission and values of the school and the district.
- 3) Supports these values even if difficult actions are required.

- 1) _____
- 2) _____
- 3)  _____

Comments: _____

Planning and Organization

- 1) Formulates plans which are compatible with the district's organizational goals and objectives.
- 2) Develops written comprehensive plan based upon an assessment of needs.
- 3) Assesses budget needs and stresses cost-effectiveness in budget administration.
- 4) Establishes priorities, schedules activities and uses other human resources effectively to accomplish goals.
- 5) Changes tactics or strategies when original plan fails.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5)  _____

Planning and Organization Cont.

Comments: _____

Management Competencies

Expectation

Personnel Development

- 1) Views developing others as a primary objective and helps individuals grow by providing assistance.
- 2) Is actively involved in selecting a well-trained and qualified staff.
- 3) Conducts an ongoing program of personnel evaluation, utilizing observations, conferences and other appropriate evaluation techniques to help personnel increase their effectiveness.
- 4) Ensures that a continuing, effective program of staff development exists for instructional and/or support personnel based upon identified needs.
- 5) Helps individuals grow by providing challenging assignments, working with them as a coach, discussing performance and providing feedback regarding their strengths and weaknesses.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____ ✓

Comments: _____

Communication Skills

- 1) Ensures that there is effective dissemination of information to and from all staff members.
- 2) Provides for the effective exchange of information between centers, schools and the district.
- 3) Writes clear, concise and properly structured letters, memos and reports.
- 4) Demonstrates effective oral expression when presenting ideas or tasks to an individual or group.
- 5) Shares ideas with others in a clear and informative manner.
- 6) Listens carefully and uses summary clarification, paraphrasing and perception checks to test accuracy of own conception of another's perspective.
- 7) Is tactful in oral and written responses to others.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____ ✓

Comments: _____

Productivity and Initiative

- 1) Completes assignments within time schedules while meeting quality requirements.
- 2) Ensures that required reports and information are submitted in accordance with established guidelines.
- 3) Adjusts to new situations resulting from new laws, decisions or circumstances with the flexibility needed to adapt and operate.
- 4) Develops and demonstrates high work standards and objectives and expects the same from subordinates and others.
- 5) Ensures that sound property control procedures are in operation.
- 6) Adheres to the financial and record keeping procedures of the district.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____ ✓

Productivity and Initiative Cont.

Comments: _____

Professional and Technical Knowledge

- | | |
|--|-------------------|
| 1) Is knowledgeable of and adheres to state and federal laws/regulations as well as district policies. | 1) _____ |
| 2) Understands and practices principles and theories of specialized subject area or professional discipline. | 2) _____ |
| 3) Participates in a continuing program of self-improvement activities. | 3) _____ |
| 4) Remains up-to-date on developments in field of expertise. | 4) <u>✓</u> _____ |

Comments: _____

Review of Goals

- | | |
|----------|----------|
| 1) _____ | 1) _____ |
| 2) _____ | 2) _____ |
| 3) _____ | 3) _____ |
| 4) _____ | 4) _____ |

Comments: _____

Overall Evaluation

☐ Reappointment ☐ Non-Reappointment

Comments of Evaluating Supervisor:

Abra has done a great job moving VPK to each elementary school. By hiring staff, coordinating the facility with administrators, providing appropriately aligned curriculum and providing meaningful professional development. She continues to provide support and facilitate the early learning program. She is an excellent coordinator who continues to reflect and plan to improve the program. Flagler County is lucky to have her.

Comments of Employee Being Evaluated:

Signatures:

Denise Haynes
Supervisor

2/9/15
Date

Alba Seay
Employee *

2/9/15
Date

* Signature of employee indicates receipt of evaluation only.