

**DIRECTOR / COORDINATOR**  
**CERTIFICATED EVALUATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

- Rating Scale: 1 - exceeds job requirements  
2 - meets job requirements  
3 - area needing improvement  
4 - unsatisfactory performance  
5 - not applicable

Evaluator: Please mark a "5" for any category that is not applicable for this employee's evaluation. If desired, add topics on blanks at the bottom of each category.

**I. Curriculum and Instruction**

- \_\_\_ A. Provides leadership and effectively involves staff in development, implementation, monitoring and follow through of District curriculum goals.
- \_\_\_ B. Provides leadership and promotes staff commitment, participation, and shared responsibility for meeting the instructional needs of all students.
- \_\_\_ C. Achieves district priorities and effectively communicates to staff, parents, and community.
- \_\_\_ D. \_\_\_\_\_

**II. Parent/Community Relations**

- \_\_\_ A. Establishes and maintains parent/community involvement in the school's instructional program.
- \_\_\_ B. Communicates regularly and effectively with community and families of students.
- \_\_\_ C. Addresses parent complaints in an effective and timely manner.
- \_\_\_ D. \_\_\_\_\_

**III. Fiscal Management**

- \_\_\_ A. Prepares and maintains budgets in accordance with district policies and priorities.
- \_\_\_ B. Follows purchasing/requisition procedures.
- \_\_\_ C. \_\_\_\_\_

#### **IV. Pupil Services**

- A. Provides appropriate assistance for students with special needs.
- B. Responds to students in emergency situations.
- C. \_\_\_\_\_

#### **V. Assistance and Supervision**

- A. Provides opportunities for professional growth of staff.
- B. Ensures accurate evaluation of staff.
- C. \_\_\_\_\_

#### **VI. Leadership**

- A. Participates as a cooperative, supportive manager.
- B. Improves management skills through professional growth opportunities.
- C. Manages time and other resources to effectively accomplish responsibilities of the position.
- D. Analyzes situations, identifies resources, and uses good judgment in determining courses of action.
- E. Promotes and maintains effective staff relationships.
- F. Recognized as a visible, dedicated leader by staff and community.
- G. Presents a professional appearance.
- H. Models good attendance and punctuality.
- I. \_\_\_\_\_

**VII. Commendations:** \_\_\_\_\_  
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**VIII. Recommendations:** \_\_\_\_\_  
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\_\_\_\_\_  
Evaluator's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_