

COLDWATER EXEMPTED VILLAGE SCHOOLS EVALUATION REPORT

DEPARTMENT CHAIR/GRADE-LEVEL COORDINATOR

EMPLOYEE: _____ **EVALUATOR:** _____

POSITION: _____ **DATE:** _____

PERFORMANCE CRITERIA	LOW ↔ HIGH
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	1	2	3	4	NO	COMMENTS
Provides departmental leadership to facilitate curriculum improvements, staff development activities, and proficiency test readiness.						
Upholds board policies and follows administrative procedures.						
Promotes a professional image of the school district.						
Supports community partnerships that enhance district programs.						
Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns.						
Refers policy interpretation inquiries to administrative staff.						
Develops performance goals and a strategy to accomplish approved objectives within specified time lines.						
Maintains effective communications with staff to resolve problems and sustain progress toward departmental objectives.						
Assists the principal with the development of the master schedule – when requested.						
Promotes the continuity of the instructional program.						
Provides insights about the progression of student skills and key contributions made by staff at each level.						
Analyzes proficiency and competency-based test results.						
Recommends instructional modifications and interventions that enhance student learning and improve test performance.						
Assists with the review and revision of the district’s curriculum guides and courses of study.						
Assists with course of study transitions.						
Recommends the addition of courses, the grade placement of courses, and modifications of graduation requirements. <i>Secondary-Level Assignment</i>						
Meets with sales representatives. Schedules demonstrations. Evaluates departmental needs and prepares budget recommendations.						

Maintains departmental inventory records.	1	2	3	4	NO	
Assists with the preparation of foundation/grant proposals as directed.	1	2	3	4	NO	
Participates in staff selection and orientation processes as requested. Recommends staff and student teacher assignments. Provides on-going guidance as needed.	1	2	3	4	NO	
Coordinates department staff meetings. Identifies concerns, shares successful practices, and provides timely information about district activities.	1	2	3	4	NO	
Plans, implements, and evaluates department staff development programs. Posts continuing education information. <i>Secondary-Level Assignment</i>	1	2	3	4	NO	
Monitors classroom instruction. Serves as a resource on curricula and other departmental issues.	1	2	3	4	NO	
Works with supervisors to improve staff competencies.	1	2	3	4	NO	
Collaborates with other teachers. Shares knowledge and resources that enhance student learning.	1	2	3	4	NO	
Encourages program innovations. Pursues funding opportunities. Encourages staff to develop and disseminate innovative instructional/program materials.	1	2	3	4	NO	
Maintains accurate records and submits reports on time.	1	2	3	4	NO	
Respects personal privacy. Maintains the confidentiality of privileged information.	1	2	3	4	NO	
Promotes the effective use of technology in records management and instructional activities.	1	2	3	4	NO	
Provides guidance, communicates expectations, and shows an active interest in student progress.	1	2	3	4	NO	
Promotes academic success as an important priority for all students.	1	2	3	4	NO	
Upholds the student conduct code. Maintains high expectations for behavior and performance.	1	2	3	4	NO	

Evaluator's Comments (Optional):

Evaluatee's Comments (Optional):

Evaluatee's Signature: _____ **Date:** _____

Evaluator's Signature: _____ **Date:** _____

(Signature indicates that the evaluatee does/does not agree with the evaluation and that the observation has been conducted and a copy of this document has been received.)