

**COORDINATOR, CAREER AND TECHNICAL EDUCATION (CTE)
Summative Appraisal Form**

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- | | | |
|----------|------------------------------|--|
| 5 | Clearly Outstanding: | Performance is consistently far superior to what is normally expected. |
| 4 | Exceeds Expectations: | Performance demonstrates increased proficiency and is consistently above expectations. |
| 3 | Meets Expectations: | Performance meets expectations and presents no significant problems. |
| 2 | Below Expectations: | Performance is consistently below expectations and significant problems exist. |
| 1 | Unsatisfactory: | Performance is consistently unacceptable. |
| 0 | Not Applicable | |

JOB PERFORMANCE STATEMENTS

Instructional Management

- ____1. Works cooperatively with CTE Director to ensure that student's progress is evaluated on a regular, systematic basis, and that findings are used to make Career and Technical Education programs more effective.
- ____2. Works cooperatively with the CTE Director to obtain and use evaluative findings (including student achievement data) to gauge program effectiveness and growth.
- ____3. Works cooperatively with CTE Director to create CTE Master Course Schedule to improve instructional program.
- ____4. Assists CTE counselor with career exploration and awareness resources and testing materials to all counselors.
- ____5. Ensures that curriculum renewal is continuous and responsive to student needs.
- ____6. Ensures that student admission criterion for each Career and Technical Education program license and certification test are established and meet the program testing guidelines.
- ____7. Identifies local job opportunities and network with local businesses and post-secondary institutions.

- ____8. Works cooperatively with CTE counselor to assist students with career opportunities and experiences such as career days, field trips, course fairs, and obtaining non-traditional guest speakers.
- ____9 Maintains a working relationship with post-secondary schools and other agencies conducting career programs within the community.
- ____10. Works cooperatively with CTE Counselor to disseminate and oversee Dual Credit enrollment and information and assist with Dual Credit registration.
- ____11. Disseminates and oversees Dual Credit enrollment and information and assists in all post secondary initiatives.

COMMENTS: _____

Guidance and Placement

- ____12. Assists CTE students through individual placement services and referrals.
- ____13. Promotes equal access to all CTE programs, services, and activities by reviewing admission criteria for over-requested classes and hold lottery if needed.
- ____14. Provides supportive services for CTE students with special needs.
- ____15. Works with high school administration in addressing discipline issues at CTEC.

COMMENTS: _____

Educational Placement and Career Preparation

- ____16. Monitors the selection and educational placement of students in CTE programs.
- ____17. Implements District wide CTE promotional programs and/or Job/Course Fairs.

COMMENTS: _____

Policy, Reports & Laws

- ____18. Evaluates and approves work based training program plans and as requested by State law, audits work base training sites for appropriateness.
- ____19 Collects PEIMS information from teachers and counselors, tabulate that information and put pertinent information into CTE section of district collection program.
- ____20. Collaborates with teachers to develop methods to improve student attendance and achievement along with improvement of parent communication.

COMMENTS: _____

Communication and Community Support

- ____21. Provides & presents career, college, and scholarship information, as available, to counselors for dissemination to students, parents, and teachers.
- ____22. Recruits employers and businesses to provide learning experience to students and provide assistance as necessary.
- ____23. Articulates the district’s mission and goals in career and technical education to the community and solicit its support in realizing mission.
- ____24. Demonstrates awareness of district-community needs; makes recommendations to meet those needs and initiates activities, as approved, to meet those needs.
- ____25. Uses appropriate and effective techniques to encourage community and parent involvement.
- ____26. Organizes and coordinates a district Career and Technical Education website of the CTE program on an annual basis and to make recommendations for improvements based on student, community needs and program needs.

COMMENTS: _____

Ethics

- ____27. Promptly reports any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
- ____28. Safeguards against unauthorized access to assigned computer system and electronic data.
- ____29. Maintains confidentiality of all data and files.

COMMENTS: _____

Other

- ____30. Maintains confidentiality of information.
- ____31. Performs other duties assigned by CTE Director.

COMMENTS: _____

What strength does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

Administrator (Print Name)	Date

Administrator's (Signature)	Date

Employee's Signature	Date