

COORDINATOR, FINE ARTS
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

Program planning and Instructional Management

- | | |
|----------|--|
| _____ 1. | Directs and manages Fine Arts program, facilities and staff. |
| _____ 2. | Establishes physical and academic eligibility requirements for participation in U.I.L and non-U.I.L. activities. |
| _____ 3. | Obtains and uses evaluative finding to gauge Fine Arts program effectiveness and ensures that program renewal is continuous and responsive to student needs. |
| _____ 4. | Collaborates effectively with administrative team. |
| _____ 5. | Monitors and provides oversight of the implementation of appropriate curriculum and materials to support Fine Arts program. |
| _____ 6. | Maintains knowledge of district regulations and policies and state and federal statutes affecting the Fine Arts program. |

COMMENTS: _____

Fine Arts Events

- _____ 7. Prepares and approves all U.I.L. and non-U.I.L. events.
- _____ 8. Arranges transportation, lodging and meals for out of town events.
- _____ 9. Manages district Fine Arts operations and ensures preparation of facilities for events.
- _____ 10. Coordinates the use of all Fine Arts facilities by non-school groups.
- _____ 11. Plans, organizes and supervises all Fine Arts awards programs; in conjunction with directors/sponsors.
- _____ 12. Works and coordinates with the Office of Security to ensure safety of participants and spectators.

COMMENTS: _____

Student Management

- _____ 13. Implements district student management policies, communicates expected student behavior related to Fine Arts participants, and ensures enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
- _____ 14. Establishes and maintains open lines of communication by conducting conferences on vital issues with parent, students, teachers, principals and administration.
- _____ 15. Works cooperatively with principals and assists with supervision and discipline of students, as appropriate.
- _____ 16. Seeks ways to establish academic and social interventions to help students succeed academically and socially.

COMMENTS: _____

Policy, Reports, Law

- _____ 17. Recommends sound policies to improve Fine Arts program.
- _____ 18. Implements the policies established by federal law, state law, State Board of Education rule, U.I.L. rules and local board policy in area of Fine Arts.
- _____ 19. Compiles, maintains and presents all physical and computerized reports, records and other documents required.
- _____ 20. Maintains and monitors District Random Drug Testing Policy for Fine Arts.

COMMENTS: _____

Budget and Inventory

- _____ 21. Administers the Fine Arts budget and ensures that programs are cost effective and that funds are managed prudently.
- _____ 22. Compiles budgets and cost estimates based on documented program needs.
- _____ 23. Initiates purchase orders and bids in accordance with budgetary limitations and district policies.
- _____ 24. Maintains a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
- _____ 25. Approves and forwards purchase orders for Fine Arts department.

COMMENTS: _____

Personnel Management

- _____ 26. Prepares, reviews and revises job descriptions
- _____ 27. Recruits, selects, trains and supervises all Fine Arts department personnel and makes sound recommendations about personnel placement, assignments, retention, discipline and dismissal.
- _____ 28. Evaluates job performance of employees to ensure effectiveness.
- _____ 29. Develops training options and/or improvement plans for employees to ensure exemplary operation in area of Fine Arts.
- _____ 30. Orients staff to duties, responsibilities and expectations.

COMMENTS: _____

Community Relations

- _____ 31. Articulates the district's mission and goals in the area of Fine Arts to community and solicits support in realizing mission.
- _____ 32. Demonstrates awareness of district and community needs and initiates activities to meet those needs.
- _____ 33. Uses appropriate and effective techniques to encourage community and parent involvement.
- _____ 34. Supports booster club activities and ensures adherence to district policy relative to funds acquisition, approval of fundraisers, expenditures, facility structures, etc.

COMMENTS: _____

Other

- _____ 35. Performs other duties assigned by Superintendent or supervisor.
- _____ 36. Maintains confidentiality of information.
- _____ 37. Works cooperatively with principals relative to schedules, Fine Arts class periods, student supervision, safety protocols, facilities, etc.

COMMENTS: _____

Supervisory Responsibilities

- _____ 38. Supervises and evaluates the performance of teachers and support staff and works cooperatively with principals in the joint evaluations when appropriate.

COMMENTS: _____

What strengths 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 (Signature)

Date

Employee's Signature

Date