

ELEMENTARY MATH CURRICULUM COORDINATOR
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 and Program Management

- | | |
|----------|---|
| _____ 1. | Facilitated the development of quality curriculum. |
| _____ 2. | Ensured that the curriculum is based on clearly defined standards for student learning and is focused on supporting and challenging all students to excel in their learning. |
| _____ 3. | Ensured effective implementation and articulation of the curriculum. |
| _____ 4. | Developed and implemented a comprehensive plan to support the effective implementation of the curriculum that facilitates the alignment of teaching practices, instructional support and resources, and assessment of student learning with the curriculum. |
| _____ 5. | Provided extensive and ongoing support for the effective use of research-based instructional practices in implementing the curriculum through staff development programs, curriculum writing committees, vertical/horizontal planning meetings and/or coaching. |
| _____ 6. | Evaluated the curriculum. |
| _____ 7. | Ensured that there is a systematic process in place for monitoring, evaluating the curriculum. |

- _____ 8. Analyzed and disaggregated assessment data to examine the effectiveness of the curriculum in addressing the learning needs of all students.
- _____ 9. Revised/modified curriculum as needed.
- _____ 10. Attended state and region conferences to identify “scientific research-based instructional programs/models” that impact student achievement.
- _____ 11. Assisted in coordinating and developing a district staff development plan.
- _____ 12. Analyzed student achievement data to identify campus and district needs. These areas of need guide decisions on staff development to improve the teaching and learning process.
- _____ 13. Worked cooperatively with central office staff, principals, appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.
- _____ 14. Ensured proper maintenance of Planning Protocol Dashboard and effective uploading of curriculum documents and assessments.
- _____ 15. Facilitated vertical/horizontal planning meetings and content collaborative meetings.
- _____ 16. Coordinated proper maintenance of assessment answer keys and codes on DMAC.
- _____ 17. Provided extensive and ongoing support for the effective use of research-based interventions through staff development programs, vertical/horizontal planning meetings and/or coaching.

COMMENTS: _____

Policy, Reports, and Law

- _____ 18. Implemented the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum, and state initiatives.
- _____ 19. Ensured compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels.
- _____ 20. Compiled, maintained, and presented all reports, records and other documents required to meet state guidelines.

COMMENTS: _____

Budget

- _____ 21. Reported to the Director of Curriculum and Instruction on the status of the instructional programs and budgetary needs in order to implement program goals.

COMMENTS: _____

Communication

- _____ 22. Provided for two-way communication with principals, teachers, staff, parents and community.
- _____ 23. Demonstrated skill in conflict resolution with administrators, parents, teachers, staff, parents and community.
- _____ 24. Monitored professional research and disseminated ideas and information to other professionals.

COMMENTS: _____

Professional Growth and Development

- _____ 25. Attended School Board of Trustee meetings, as needed.
- _____ 26. Attended professional staff development as needed at the state and region area to keep abreast of current practices.
- _____ 27. Performed duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.
- _____ 28. Exemplified loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.
- _____ 29. Maintained an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

COMMENTS: _____

Other

- _____ 30. Performed other duties assigned by supervisor.
- _____ 31. Maintained confidentiality of information.

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's (Signature)

Date

Employee's Signature

Date