

# CURRICULUM COORDINATOR, BILINGUAL/ESL

## Summative Appraisal Form

Name \_\_\_\_\_ School 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 Management

- \_\_\_\_ 1. Facilitates the development of quality curriculum in accordance with the Department of Curriculum and Instruction.
- \_\_\_\_ 2. Develops and revises bilingual curriculum as needed.
- \_\_\_\_ 3. Ensures effective implementation and articulation of the curriculum.
- \_\_\_\_ 4. Assists teachers to develop and provide bilingual students with appropriate course work through curriculum modification, acceleration, etc.
- \_\_\_\_ 5. Provides ongoing support for the effective use of research-based bilingual/ESL instructional practices through staff development.
- \_\_\_\_ 6. Provides staff development to teachers, aides, teacher assistants, and other staff to increase their knowledge and skills in meeting the needs of bilingual/ESL students.
- \_\_\_\_ 7. Coordinates staff development and collaborative meetings for bilingual self-contained teachers.
- \_\_\_\_ 8. Analyzes and disaggregates assessment data to examine the effectiveness of the curriculum for the purpose of addressing the learning needs of bilingual/ESL students and implements changes based on this data.

- \_\_\_\_ 9. Conduct walk-throughs to monitor and ensure that instruction is effective and rigorous and provide productive feedback that will assist teachers in improving instruction for the academic advancement of bilingual/ESL students.
- \_\_\_\_ 10. Analyze bilingual/ESL student achievement data to identify campus and district instructional needs and arrange/conduct for training based on those needs.
- \_\_\_\_ 11. Provide bilingual strategists with training based on research-based practices that will promote the academic progress of bilingual/ESL students.
- \_\_\_\_ 12. Coordinates Bilingual summer school program (Ready, Set, Learn & Jump Start) and the selection of key personnel, development of curriculum, and attainment of necessary instructional materials and supplies.

**COMMENTS:**

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**Consultation**

- \_\_\_\_ 13. Provides instructional resources and materials to support staff in accomplishing program goals.
- \_\_\_\_ 14. Meets with key personnel of non-academics to determine the data-based needs of teachers and students and provide professional development based on those needs.
- \_\_\_\_ 15. Works cooperatively with appropriate campus personnel, such as strategists, in the development and implementation of staff development and instructional services to improve bilingual student achievement.
- \_\_\_\_ 16. Secures consultants as needed to assist in building the capacity of bilingual/ESL staff for the purpose of attaining objectives and goals set by the district.
- \_\_\_\_ 17. Collaborates with Parent/Community Bilingual/ESL Coordinator conduct staff development for parents of bilingual/ESL students as needed.

**COMMENTS:**

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**Climate**

- \_\_\_\_ 18. Communicates and promotes high expectation levels of staff and student performance in an enabling, supportive way; provide proper recognition of excellence and achievement.
- \_\_\_\_ 19. Establishes and maintains an environment which is conducive to positive staff morale and directed towards achievement of the department/district's mission.
- \_\_\_\_ 20. Communicates effectively with students, staff, parents and community about the bilingual program's goals, expectations and initiatives.
- \_\_\_\_ 21. Mediates and facilitates effective resolution of conflicts in a timely fashion.
- \_\_\_\_ 22. Has a clear sense of the department/district's mission; actively involves all stakeholders in planning and decision-making in order to accomplish the mission.
- \_\_\_\_ 23. Initiates and supports programs and actions that facilitate a positive, caring climate for learning and an orderly, purposeful environment.
- \_\_\_\_ 24. Establishing a continuous focus on student growth and learning with established timelines for meeting performance objectives.

**COMMENTS:**

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**School Improvement**

- \_\_\_\_\_25. Determines and builds a common vision with staff for school improvement; direct planning activities and implement programs collaboratively with staff to ensure attainment of department/district's mission.
- \_\_\_\_\_26. Identify, analyze, and apply research findings to facilitate improvement in the Bilingual program.
- \_\_\_\_\_27. Develop, maintain, and utilize appropriate information systems and records necessary for attainment of the bilingual department's mission.

**COMMENTS:**

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**Budget and Inventory**

- \_\_\_\_\_28. Assists with the selection and purchase of supplemental equipment and supplies for the program.

**COMMENTS:**

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**Policy, Reports, and Law**

- \_\_\_\_\_29. Compiles, maintains, and files all physical and computerized reports, records, and other documents required.
- \_\_\_\_\_30. Complies with policies established by federal and state law, State Board of Education rule, and the local board policy.

**COMMENTS:**

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**Other**

- \_\_\_\_\_31. Performs other duties assigned by supervisor.
- \_\_\_\_\_32. Maintains confidentiality of information.

**COMMENTS:**

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What strengths does \_\_\_\_\_ possess?

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

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Summative Conference Comments:

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**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