

**MATH INSTRUCTIONAL COACH
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

Instructional and Program Management

- ___ 1. Point of contract to communicate and coordinate instruction with Sandra Garza, Math Curriculum Consultant for assigned grades regarding questions about content, assessments, instructional delivery or training.
- ___ 2. Coordinates training with Sandra Garza for Six Weeks Math Trainings each six weeks and summer.
- ___ 3. Facilitates and attends all Sandra Garza Math Curriculum trainings in the District.
- ___ 4. Records all Sandra Garza Math Training sessions and provides copy to C&I to upload the videos to the Planning Protocol Dashboard.
- ___ 5. Leads the Math Collaboratives with teachers on a bi-weekly basis along with training sessions.
- ___ 6. Models the appropriate implementation of instructional strategies for teachers.
- ___ 7. Provides coaching on the implementation of targeted strategies.
- ___ 8. Provides a list to C&I of any hands-on materials and consumables needed by classroom teachers for the instructional delivery of the Sandra Garza Math Curriculum.
- ___ 9. Organizes a weekly schedule for planning protocol sessions, and support time to assist teachers.
- ___ 10. Works with the campus principals, if needed, to ensure teachers needs are being addressed effectively.

- ___ 11. Assists with monitoring the K-3 HB 3 Goals and student achievement with review of data during RTI days.
- ___ 12. Assists teachers in creating lessons that promote student engagement through the use of Pear Deck, ScreenCastiy, KAMI or other technology extension.

COMMENTS: _____

Policy, Reports, and Law

- ___ 13. Adhere to and implement the policies established by federal and state law, State Board of Education rule and Board policy in curriculum and state initiatives.

COMMENTS: _____

Communication

- ___ 14. Establish and maintain open communication with supervisor, colleagues, coordinators, principals, teachers and consultants.
- ___ 15. Maintain a professional relationship with colleagues and consultants.
- ___ 16. Use effective communication skills to represent information accurately and clearly.

COMMENTS: _____

Professional Growth and Development

- ___ 17. Maintains professional competence through professional development, such as Screencastify, Kami, Google Educator Level 1, Pear Deck, Zoom.
- ___ 18. Performs duties in a professional, ethical and responsible manner as defined in District policy and in the Texas Code of Ethics for Educators.

COMMENTS: _____

Other

- ___ 19. Perform other duties as assigned by supervisor.
- ___ 20. Maintain confidentiality at all times.

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