CURRICULUM COORIDNATOR
Summative Appraisal Form

Name _____ Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator'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. Facilitate the development of quality curriculum.

_____ 2. Ensure 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. Ensure effective implementation and articulation of the curriculum.

_____ 4. Develop and implement 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. Provide extensive and ongoing support for the effective use of research-based instructional practices in implementing vertical/horizontal planning meetings and/or coaching.

_____ 6. Evaluate the curriculum through staff development programs, curriculum writing committees, monitoring and evaluating the curriculum.

_____ 7. Analyze and disaggregate assessment data to examine the effectiveness of the curriculum in addressing the learning needs of all students.

_____ 8. Attend state and region conferences to identify "scientific research-based instructional programs/models" that impact student achievement.

_____ 9. Assist in coordinating and developing a district staff development plan.

_____ 10. Analyze 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.

_____ 11. Work cooperatively with central office staff, principals, appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.

_____ 12. Ensures proper maintenance of Planning Protocol Dashboard and effective uploading of curriculum documents and assessments.

_____ 13. Attends and/or facilitates vertical/horizontal planning meetings and content collaborative meetings.

_____ 14. Ensures proper maintenance of assessment answer keys and codes in DMAC.

_____ 15. Provides extensive and ongoing support for the effective use of research-based interventions through staff development programs, vertical/horizontal planning meetings and/or coaching.

_____ 16. Assist with district wide events such as GT fairs, Science Fairs and UIL events.

COMMENTS: _____

_____

POLICY, REPORTS AND LAW

_____ 17. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum, and state initiatives.

_____ 18. Ensure compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels.

_____ 19. Compile, maintain, and present all reports, records and other documents required to meet state guidelines.

COMMENTS: _____

_____

BUDGET

_____ 20. Report to the Chief Academic Officer on the status of the instructional programs and budgetary needs in order to implement program goals.

COMMENTS: _____

_____

COMMUNICATION

_____ 21. Provide for two-way communication with principals, teachers, staff, parents and community.

_____ 22. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, parents and community.

_____ 23. Monitor professional research and disseminate ideas and information to other professionals.

COMMENTS: _____

_____

PROFESSIONAL GROWTH AND DEVELOPMENT

_____ 24. Attend School Board of Trustee meetings as assigned.

_____ 25. Attend professional staff development as needed at the state and region area to keep abreast of current practices.

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