

INSTRUCTIONAL COACH

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. Demonstrate willingness to assume leadership positions.
- _____ 2. Demonstrate knowledge of research-based instructional strategies that engage all students.
- _____ 3. Provide organized, individual, and group learning opportunities for teachers as needed.
- _____ 4. Demonstrate knowledge using a variety of assessment tools.
- _____ 5. Demonstrate a thorough knowledge of curriculum and subject matter.
- _____ 6. Provide support in analyzing student assessment data.
- _____ 7. Assist teachers with designing instructional decisions based on assessment data.
- _____ 8. Provide support for classroom motivation and management strategies.
- _____ 9. Assist teachers in creating materials that are in alignment with curriculum.
- _____ 10. Monitor intervention programs by observing and meeting with teachers.
- _____ 11. Provide teachers with Internet links related to instruction and curriculum.
- _____ 12. Instruct and support teachers with curriculum and data analysis software products.
- _____ 13. Provide assistance in researching instructional and/or curriculum issues.
- _____ 14. Model lessons when appropriate.

- _____ 15. Provide encouragement and emotional support to teachers.
- _____ 16. Encourage ongoing professional growth for all teachers.
- _____ 17. Manage time and schedule flexibility that maximizes teacher schedules and learning.
- _____ 18. Work positively toward meeting identified district and campus improvement goals.
- _____ 19. Develop and maintain a confidential, collegial relationship with teachers.
- _____ 20. Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
- _____ 21. Attend workshops/conferences to learn about new innovative instructional strategies.
- _____ 22. 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.
- _____ 23. Work cooperatively with central office staff, principals, and appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.

COMMENTS: _____

Policy, Reports, and Law

- _____ 24. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum, and state initiatives.
- _____ 25. Ensure compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels.
- _____ 26. Compile, maintain, and present all reports, records and other documents required to meet state guidelines.

COMMENTS: _____

Budget

- _____ 27. Report to Supervisor on the status of the instructional programs.

COMMENTS: _____

Communication

- _____ 28. Provide for two-way communication with principals, teachers, staff.
- _____ 29. Demonstrate skill in conflict resolution with administrators, teachers, staff.
- _____ 30. Monitor professional research and disseminate ideas and information to other professionals.

COMMENTS: _____

Professional Growth and Development

- _____ 31. Attend School Board of Trustee meetings as needed.
- _____ 32. Attend professional staff development as needed at the state and region area to keep abreast of current practices.
- _____ 33. Perform duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethics for Educators.
- _____ 34. Exemplify loyalty through professional behavior, action and words to the District, Board of Trustees, colleagues and supervisor.
- _____ 35. Maintain an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

COMMENTS: _____

Other

- _____ 36. Perform other duties assigned by supervisor.
- _____ 37. Maintain confidentiality of information.

COMMENTS: _____

Supervisory and Instructional Responsibilities

- _____ 38. Assist classroom teachers with various instructional models, classroom management, lesson plan development, etc. as needed.

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