

CURRICULUM COORDINATOR FOR SECONDARY
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. Facilitates the development of quality curriculum.
- ____2. Ensures that the curriculum is based on clearly defined standards for learning.
- ____3. Ensures effective implementation and articulation of the curriculum.
- ____4. Develops and implements 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. Provides extensive and on-going support for the effective use of research-based instructional practices in implementing the curriculum
- ____6. Evaluates the curriculum.
- ____7. Ensures that there is a systemic process in place for monitoring and evaluating the curriculum.
- ____8. Analyzes and disaggregates assessment data to examine the effectiveness of the curriculum in addressing the learning needs of all students.

- ____9. Revises and modifies curriculum as needed.
- ____10. Plans, implements, and evaluates instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
- ____11. Applies research and data to improve the content, sequence, and outcomes of the teaching-learning process.
- ____12. Works with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
- ____13. Involves instructional staff in evaluating and selecting instructional materials to meet student learning needs.
- ____14. Ensures the use of technology in the teaching-learning process.
- ____15. Plans the necessary time, resources, and materials to support accomplishment of education goals.
- ____16. Ensures that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
- ____17. Participates in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
- ____18. Actively supports the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
- ____19. Obtains and uses evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
- ____20. Secures consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
- ____21. Provides effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
- ____22. Implements procedures and coordinates the process to identify gifted and talented students at all grade levels district-wide, including review of student data and testing of students.
- ____23. Assists teachers in developing and revising gifted and talented curriculum, and in providing gifted and talented students with alternative course work through curriculum modification, acceleration, etc.
- ____24. Arranges for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.
- ____25. Develops and coordinates a continuing evaluation of the gifted and talented program and implements changes based on findings.

COMMENTS: _____

Policy, Reports, and Law

- ____26. Implements the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.

____27. Compiles, maintains, and presents all reports, records, and other documents required.

COMMENTS: _____

Budget

____28. Administers the secondary curriculum, instruction budget and the gifted and talented budget and ensures that programs are cost-effective and funds are managed prudently.

____29. Compiles budgets and cost estimates based on documented program needs.

____30. Participates in grant-writing activities to obtain program funding.

____31. Assists with the selection and purchase of supplemental equipment and supplies for the program.

COMMENTS: _____

Personnel Management

____32. Prepares, reviews, and revises job descriptions in curriculum and instruction department.

____33. Evaluates job performance of employees to ensure effectiveness.

____34. Assists with recruitment, selection, and training of personnel and makes sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

COMMENTS: _____

Communication

____35. Provides for two-way communication with principals, teachers, staff, parents, and community.

____36. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff, and community.

____37. Monitors professional research and disseminates ideas and information to other professionals.

COMMENTS: _____

Community Relations

____38. Articulates the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicits its support in realizing district's mission.

- ___ 39. Demonstrates awareness of district-community needs and initiates activities to meet those needs.
- ___ 40. Demonstrates use of appropriate and effective techniques to encourage community and parent involvement.

COMMENTS: _____

Other

- ___ 41. Performs other duties assigned by supervisor.
- ___ 42. Maintains confidentiality of information.

COMMENTS: _____

Supervisory and Instructional Responsibilities

- ___ 43. Supervises and evaluates the performance of instructional lead teachers and support staff in the curriculum department.
- ___ 44. Assists classroom teachers with various instructional models, classroom management, lesson plan development, etc. for 50% of the day.

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