

## CURRICULUM COORDINATOR FOR ELEMENTARY

### 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 student learning and is focused on supporting and challenging all students to excel in their 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 ongoing support for the effective use of research-based instructional practices in implementing the curriculum through staff development programs, curriculum writing committees, vertical/horizontal planning meetings and/or coaching.
- \_\_\_ 6.      Evaluates the curriculum.
- \_\_\_ 7.      Ensures that there is a systematic process in place for monitoring, 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/modifies curriculum as needed.
- \_\_\_ 10. Attends state and regions conferences to identify “scientific research-based instructional programs/models” that impact student achievement.
- \_\_\_ 11. Coordinates and develops a district staff development plan.
- \_\_\_ 12. Analyzes 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.
- \_\_\_ 13. Works cooperatively with central office staff, principals, appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.
- \_\_\_ 14. Ensures proper maintenance of Planning Protocol Dashboard and effective uploading of curriculum documents and assessments.
- \_\_\_ 15. Facilitates vertical/horizontal planning meetings and content collaborative meetings.
- \_\_\_ 16. Ensures proper maintenance of assessment answer keys and codes on DMAC.
- \_\_\_ 17. Provides extensive and ongoing support for the effective use of research-based interventions through staff development programs, vertical/horizontal planning meetings and/or coaching.

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**Policy, Reports, and Law**

- \_\_\_ 18. Implements the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum, and state initiatives.
- \_\_\_ 19. Ensures compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels.
- \_\_\_ 20. Compiles, maintains, and presents all reports, records and other documents required to meet state guidelines.

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**Budget**

- \_\_\_ 21. Reports to the ~~Principal~~ Director of Curriculum and Instruction on the status of the instructional programs and budgetary needs in order to implement program goals.

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**Communication**

- \_\_\_ 22. Provides for two-way communication with principals, teachers, staff, parents and community.

- \_\_\_ 23. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff, parents and community.
- \_\_\_ 24. Monitors professional research and disseminates ideas and information to other professional.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Professional Growth and Development**

- \_\_\_ 25. Attends School Board of Trustee meetings.
- \_\_\_ 26. Attends professional staff development as needed at the state and region area to keep abreast of current practices.
- \_\_\_ 27. Performs duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.
- \_\_\_ 28. Exemplifies loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.
- \_\_\_ 29. Maintains an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

- \_\_\_ 30. Performs other duties assigned by supervisor.
- \_\_\_ 31. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Supervisory and Instructional Responsibilities**

- \_\_\_ 32. Supervises and evaluates the performance of instructional staff and support staff.
- \_\_\_ 33. Assists classroom teachers with various instructional models, classroom management, lesson plan development, etc. for 50% of the day.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

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