

**Head Football Coach/Athletics Coordinator
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 statement 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 | |

MAJOR RESPONSIBILITIES AND DUTIES

Program Planning

- ___ 1. Assist Athletics Director in coordinating and managing district's athletic program and facilities.
- ___ 2. Assist Athletics Director in establishing physical and academic eligibility requirements for participation in each sport, and verify each athlete's eligibility.
- ___ 3. Assist Athletics Director in maintaining an active program that promotes good sportsmanship and student development.
- ___ 4. Assist Athletics Director in obtaining and using evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.
- ___ 5. Assist Athletics Director in planning necessary time, resources, and materials to support accomplishment of department goals.
- ___ 6. Assist Athletics Director in developing annual goals and objectives to improve athletic program services, as appropriate, as it relates to student participation; staff development and training; curriculum; evaluation of personnel; Title IX; Title VII; student code of conduct; facilities; equipment and supplies, etc.

Athletic Events

- ___ 7. Assist Athletics Director in arranging transportation, lodging, and meals for out-of-town athletic events.
- ___ 8. Assist Athletics Director in managing district athletic operations by directing ticket sales, employing game officials, and ensuring preparation of facilities.
- ___ 9. Assist Athletics Director in coordinating the use of all athletic facilities by non-school groups.
- ___ 10. Assist Athletics Director in the planning, organizing, and supervising all athletic awards programs.
- ___ 11. Assist Athletics Director in working and coordinating with the Office of Security to ensure safety of athletes, visiting athletes, and all spectators.

Student Management

- ___ 12. Assist Athletics Director in implementing district student management policies, communicating expected student behavior related to athletics, and ensuring enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
- ___ 13. Assist Athletics Director in establishing and maintaining open lines of communication by conducting conferences on vital issues with parents, students, and teachers.
- ___ 14. Work cooperatively with principals and assist with supervision and discipline of students, as appropriate.
- ___ 15. Assist Athletics Director in seeking ways to establish academic and social interventions to help students succeed academically, socially and athletically.

Policy, Reports, and Law

- ___ 16. Assist Athletics Director in implementing the policies established by federal law, state law, State Board of Education rules, UIL rules, and local board policy in area of athletics.
- ___ 17. Assist Athletics Director in compiling, maintaining, filing, and presenting all physical and computerized reports, records, and other documents required.

Budget and Inventory

- ___ 18. Assist Athletics Director in administering the athletic budget and ensures that programs are cost effective and that funds are managed prudently.
- ___ 19. Assist Athletics Director in compiling budgets and cost estimates based on documented program needs.
- ___ 20. Assist Athletics Director in initiating purchase orders and bids in accordance with budgetary limitations and district policies.
- ___ 21. Assist Athletics Director in maintaining a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
- ___ 22. Assist Athletics Director in approving and forwarding purchase orders for athletic department to accounting department.

Personnel Management

___ 23. Assist Athletics Director in preparing, reviewing, and revising job descriptions for athletic department.

___ 24. Assist Athletics Director in recruiting, selecting, training, and supervising all athletic department personnel and make sound recommendations about personnel placement, assignments, retention, discipline, and dismissal.

___ 25. Assist Athletics Director in evaluating job performance of employees to ensuring effectiveness.

___ 26. Assist Athletics Director in developing training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.

Community Relations

___ 27. Assist Athletics Director in articulating the district's mission and goals in the area of athletics to community and solicit its support in realizing mission.

___ 28. Assist Athletics Director in demonstrating awareness of district and community needs and initiating activities to meet those needs.

___ 29. Use appropriate and effective techniques to encourage community and parent involvement.

___ 30. Support athletic booster club activities and ensure adherence to district policy relative to funds acquisition, approval of fundraisers, expenditures, facility structures, etc.

Other

___ 31. Perform other duties assigned by Athletics Director.

___ 32. Maintain confidentiality of information.

___ 33. Work cooperatively with principals relative to schedules, athletic periods, student supervision, facilities, etc.

Supervisory Responsibilities

___ 34. Assist Athletics Director in supervising and evaluating the performance of coaches and support staff and works cooperatively with principals in the joint evaluation, when appropriate.

Head Football Coach

Professional and Personal Relations

___ 35. Cooperates with Director of Athletics in enforcement of all policies and rules

___ 36. Rapport with coaching staff

___ 37. Relationship with student athletes

___ 38. Relationship with faculty

___ 39. Relationship with student body

___ 40. Relationship with Administration

- ___ 41. Relationship with parents
- ___ 42. Relationship with community
- ___ 43. Relationship with game officials
- ___ 44. Relationship with opposing coaches
- ___ 45. Conduct during games
- ___ 46. Conduct during practice
- ___ 47. Loyalty towards athletics department and San Felipe Del Rio C.I.S.D.
- ___ 48. Follows the chain command
- ___ 49. Supports other sports and activities within SFDRCISD
- ___ 50. Maintain adequate office hours
- ___ 51. Communicates regularly with the Athletics Director
- ___ 52. Adequately motivates student athletes toward desired goals
- ___ 53. Attendance at faculty and staff meetings
- ___ 54. Encourages student athlete success in the classroom
- ___ 55. Is Enthusiastic, positive, and passionate around athletes and coaches
- ___ 56. Assists with other Athletic Events, volunteering or when asked.

Coaching and Related Areas

- ___ 57. Knowledge/Expertise of Sport
- ___ 58. Quality of instruction
- ___ 59. Teaches fundamental skills
- ___ 60. Adequately handles athletic injuries
- ___ 61. Care and Security of equipment
- ___ 62. Responsible in care and security of facilities
- ___ 63. Supervision of student athletes
- ___ 64. Team discipline
- ___ 65. Pre-season work and planning
- ___ 66. Organization of practices
- ___ 67. Management of budget
- ___ 68. Follows purchasing procedures

- 69. Work ethic related to your program/sport
- 70. Handles coaching paperwork in a timely manger
- 71. Devotion of time and energy to teaching and coaching duties

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