

Career Development Coordinator Summary Rating Form (Required)

This form is to be jointly reviewed by the career development coordinator and evaluator during the Summary Evaluation Conference conducted at the end of the year.

Name	School Year
School	District
Evaluator	Evaluator's Title
Date Completed	

Standard I: Career development coordinators demonstrate leadership, advocacy, and collaboration.

Elements	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
a. Career development coordinators demonstrate leadership in the school, district and community.					
b. Career development coordinators enhance their profession.					
c. Career development coordinators advocate for their programs and students.					
d. Career development coordinators demonstrate high ethical standards.					
Overall Rating for Standard I					
<p>Comments (Required for “Not Demonstrated” ratings, recommended for all ratings):</p>	<p>Evidence or documentation to support rating:</p> <ul style="list-style-type: none"> <input type="checkbox"/> School Improvement Plan meeting agendas, minutes and sign-in sheets <input type="checkbox"/> Professional Learning Community records <input type="checkbox"/> Career and Technical Education Department meetings <input type="checkbox"/> Memberships in professional organizations <input type="checkbox"/> Attendance at stakeholder functions related to career and technical education <input type="checkbox"/> Advisory committee meetings <input type="checkbox"/> Conference presentations on emerging issues and evidence-based practices <input type="checkbox"/> Promoting Career and Technical Education Month activities <input type="checkbox"/> Learning Styles Inventories <input type="checkbox"/> Data analyses <input type="checkbox"/> Use of local planning system information to plan program activities <input type="checkbox"/> Non-discrimination statement <input type="checkbox"/> Career clusters document created specifically for school district or school <input type="checkbox"/> CTE test training <input type="checkbox"/> Field trip forms and work-based learning <input type="checkbox"/> <input type="checkbox"/> 				
<p>Recommended actions for improvement:</p>					
<p>Resources needed to complete these actions:</p>					

Standard II: Career development coordinators promote a respectful environment for a diverse population of students.

Elements	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
a. Career development coordinators foster a school environment in which students have a positive, nurturing relationship with caring adults.					
b. Career development coordinators embrace diversity in the school community and in the world.					
c. Career development coordinators treat students as individuals.					
d. Career development coordinators adapt their services to accommodate diverse student populations.					
e. Career development coordinators work collaboratively with families and significant adults in the lives of students.					
Overall Rating for Standard II					
Comments (Required for “Not Demonstrated” ratings, recommended for all ratings):	Evidence or documentation to support rating: <ul style="list-style-type: none"> <input type="checkbox"/> Career and College Promise <input type="checkbox"/> Customized plan of action <input type="checkbox"/> Work-based learning <input type="checkbox"/> Advisory committee work <input type="checkbox"/> Professional learning community activities <input type="checkbox"/> Workshops for stakeholders <input type="checkbox"/> Career Cruising <input type="checkbox"/> Records of parent involvement and communication activities. <input type="checkbox"/> College Foundation of North Carolina <input type="checkbox"/> <input type="checkbox"/> 				
Recommended actions for improvement:					
Resources needed to complete these actions:					

Standard III: Career development coordinators understand and facilitate the implementation of a comprehensive career development program.

Elements	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
a. Career development coordinators align their programs to support student success in the <i>North Carolina Standard Course of Study</i> .					
b. Career development coordinators understand how their professional knowledge and skills support and enhance student success.					
c. Career development coordinators recognize the interconnectedness of the comprehensive education program and academic content areas/disciplines.					
d. Career development coordinators develop comprehensive career development programs relevant to students.					
Overall Rating for Standard III					
Comments (Required for “Not Demonstrated” ratings, recommended for all ratings): 	Evidence or documentation to support rating: <input type="checkbox"/> Concentrator surveys <input type="checkbox"/> College acceptances <input type="checkbox"/> Graduation/dropout rates <input type="checkbox"/> School profile <input type="checkbox"/> Work Keys results <input type="checkbox"/> Certifications and credentials <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Work-based learning <input type="checkbox"/> Customized plans of action <input type="checkbox"/> Lesson plans <input type="checkbox"/> Newsletters and other communications and publications <input type="checkbox"/> Graduation requirements <input type="checkbox"/> Professional development workshops <input type="checkbox"/> Local, regional, state and/or national economic development sharing <input type="checkbox"/> Career and technical student organizations <input type="checkbox"/> National Technical Honor Society Rosters				
Recommended actions for improvement: 					
Resources needed to complete these actions: 					

Standard IV: Career development coordinators promote learning for all students.

Elements	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
a. Career development coordinators know how students learn.					
b. Career development coordinators help students develop global employability skills					
c. Career development coordinators use and promote effective listening and communication skills.					
Overall Rating for Standard IV					
<p>Comments (Required for “Not Demonstrated” ratings, recommended for all ratings):</p>	<p>Evidence or documentation to support rating:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Individual student plans <input type="checkbox"/> Moodle contributions <input type="checkbox"/> Committee and taskforce participation <input type="checkbox"/> Career and technical student organizations <input type="checkbox"/> Summer conference presentations and contributions to planning (online program) <input type="checkbox"/> District, regional and state conference planning activities and committees <input type="checkbox"/> Advisory boards <input type="checkbox"/> Learning styles inventories <input type="checkbox"/> Employability skills assessments (Work Keys) <input type="checkbox"/> American College Testing PLAN and EXPLORE <input type="checkbox"/> Armed Services Vocational Aptitude Battery <input type="checkbox"/> Career readiness assessments <input type="checkbox"/> College readiness assessments <input type="checkbox"/> Concentrator data <input type="checkbox"/> 				
<p>Recommended actions for improvement:</p>					
<p>Resources needed to complete these actions:</p>					

Standard V: Career development coordinators actively reflect on their practice.

Elements		Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
a. Career development coordinators analyze the impact of the career development program.						
b. Career development coordinators link professional growth to the needs of their school and their program goals.						
c. Career development coordinators function effectively in a complex dynamic environment.						
Overall Rating for Standard V						
<p>Comments (Required for “Not Demonstrated” ratings, recommended for all ratings):</p>	<p>Evidence or documentation to support rating:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Budget <input type="checkbox"/> Monitoring reports and/or surveys <input type="checkbox"/> Professional development <input type="checkbox"/> Self-assessment <input type="checkbox"/> Needs assessment <input type="checkbox"/> Stakeholder evaluations <input type="checkbox"/> Journal <input type="checkbox"/> Work plan <input type="checkbox"/> District strategic plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 					
<p>Recommended actions for improvement:</p>						
<p>Resources needed to complete these actions:</p>						

Career Development Coordinator Signature

Date

Evaluator Signature

Date

Comments Attached: _____ YES _____ NO

Evaluator Signature

Date

(Signature indicates questions above regarding comments has been addressed)

Note: The career development coordinator’s signature on this form neither represents acceptance nor approval of the report. It does, however, indicate that the career development coordinator has reviewed the report with the evaluator and may reply in writing. The signature of the principal or evaluator verifies that the report has been reviewed and that the proper process has been followed according to the North Carolina State Board of Education Policy for the North Carolina Professional Career Development Coordinator Evaluation Process.