

COORDINATOR PERFORMANCE APPRAISAL INSTRUMENT

Coordinator's Name _____

Location _____

INSTRUCTIONS

1. The evaluator is to rate the coordinator on a six-point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The coordinator is provided an opportunity to react to the evaluator's rating and comments.
4. The evaluator and the coordinator must discuss the results of- the appraisal and any recommended action pertinent to
5. The coordinator and the evaluator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the coordinator's personnel folder.

LEVEL OF PERFORMANCE

SUPERIOR Performance within this function area is consistently outstanding. Practices are demonstrated at the highest level of performance. The individual continuously seeks to expand scope, of-competencies and constantly undertakes additional, appropriate responsibilities.

WELL ABOVE STANDARD Performance within this function area is frequently outstanding. Some practices are demonstrated at the highest level while others are at a consistently high level. The individual frequently seeks to expand scope of competencies and often undertakes additional, appropriate responsibilities.

ABOVE STANDARD Performance within this function is frequently high. Some practices are demonstrated at a high level while others are at a consistently adequate/acceptable level. The individual sometimes seeks to expand scope of competencies and occasionally undertakes additional, appropriate responsibilities.

AT STANDARD Performance within this function area is consistently adequate/acceptable. Practices fully meet all performance expectations at an acceptable level. The individual maintains an adequate scope of competencies and performs additional responsibilities as assigned.

BELOW STANDARD Performance within this function area is sometimes inadequate/unacceptable and needs improvement. The individual requires supervision and assistance to maintain an adequate scope of competencies, and sometimes fails to perform additional responsibilities as assigned.

UNSATISFACTORY Performance within this function area is consistently inadequate/unacceptable and most practices require considerable improvement to fully meet minimum performance expectations. The individual requires close and frequent supervision in the performance of all responsibilities.

MAJOR FUNCTIONS:

A. PROGRAM OVERSIGHT

1. Observes and evaluates the program activities.
2. Assesses the overall effectiveness of the program.
3. Initiates and directs improvements in the program.
4. Provides supervision/leadership for appropriate personnel.

COMMENTS:

| | | | | | |
|----------|---------------------|----------------|-------------|----------------|----------------|
| Superior | Well Above Standard | Above Standard | At Standard | Below Standard | Unsatisfactory |
| | | | | | |

B. PROGRAM MANAGEMENT

1. Provides leadership in developing comprehensive program plans.
2. Provides leadership in implementing the planned programs.
3. Is an effective leader of the ongoing program.
4. Provides leadership in evaluating the program.

COMMENTS:

| | | | | | |
|----------|---------------------|----------------|-------------|----------------|----------------|
| Superior | Well Above Standard | Above Standard | At Standard | Below Standard | Unsatisfactory |
| | | | | | |

C. FISCAL MANAGEMENT

1. Prepares or assists in the preparation of budget and
2. administers funds as assigned in accordance with established federal, state, and local policies.
3. Cooperates with other departments or agencies to insure that funds are coordinated for maximum services.
4. Maintains or oversees the maintenance of accurate and up-to-date inventories of all equipment, materials and supplies in accordance with local, state and federal policies.
5. Prepares or oversees the preparation of records and reports as required by local, state and federal policies.

| | | | | | |
|----------|---------------------|----------------|-------------|----------------|----------------|
| Superior | Well Above Standard | Above Standard | At Standard | Below Standard | Unsatisfactory |
| | | | | | |

COMMENTS:

D. INFORMATION MANAGEMENT

1. Effectively communicates with the school system and community
2. to share information about the program.
3. Serves as a liaison between school system and local, state and federal agencies
4. Assists in the development of in-service programs for the development and improvement of staff.
5. Plans and accomplishes personal professional growth objectives.
6. Demonstrates professional ethics.

| | | | | | |
|----------|---------------------|----------------|-------------|----------------|----------------|
| Superior | Well Above Standard | Above Standard | At Standard | Below Standard | Unsatisfactory |
| | | | | | |

COMMENTS:

E. PERSONNEL MANAGEMENT

1. Assists in the screening, selection and placement of personnel.
2. Delegates and supervises staff responsibilities.
3. Assists in evaluating staff according to established personnel policies.

| | | | | | |
|----------|---------------------|----------------|-------------|----------------|----------------|
| Superior | Well Above Standard | Above Standard | At Standard | Below Standard | Unsatisfactory |
| | | | | | |

COMMENTS:

Evaluator's Summary Comments:

Coordinator's Reactions to Evaluation:

Coordinator's Signature

Date

Evaluator's Signature

Date

Signature indicates that the written evaluation has been seen and discussed.