

**PULASKI COUNTY SPECIAL SCHOOL DISTRICT**  
**9.25 An Appraisal of Coordinator Performance**

Name \_\_\_\_\_ Date \_\_\_\_\_

Number of \_\_\_\_\_ Years as \_\_\_\_\_  
 Years in \_\_\_\_\_ Coordinator \_\_\_\_\_  
 PCSSD \_\_\_\_\_ in PCSSD \_\_\_\_\_

\_\_\_\_\_  
 Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Meets and/or Exceeds Standards	Area of Concern	Unsatisfactory

**1.01ADMINISTRATIVE SKILLS**

- 1.01 ORGANIZATION: clearly delineates responsibilities and authority; establishes direct lines of communication.
- 1.02 BUSINESS SKILLS: maintains accurate logs and travel records; provides administrative information as needed.
- 1.03 TEACHER IMPROVEMENT: works to improve instruction by frequent observations and conferences; renders fair appraisals of teachers.
- 1.04 PROFESSIONALISM: is professional in working with staff.
- 1.05 PLANNING: degree to which careful planning is done before action is taken.
- 1.06 JUDGMENT: degree to which decisions are sound, timely and effective.
- SUMMARY STATEMENT 1.00 (attach additional statement if needed)

**2.00 INSTRUCTIONAL LEADERSHIP SKILLS**

2.01 KNOWLEDGE OF CURRICULUM: demonstrates knowledge of curricular issues in various subject areas; shows a balanced concern for all areas of curriculum and encourages student centered curriculum.			
2.02 INSTRUCTIONAL IMPROVEMENT: Is familiar with good teaching methods; assists teachers to to improve diagnostic and teaching procedures and is creative and innovative.			
2.03 INSERVICE MEETINGS: organizes periodic inservice meetings which are effective in classifying problems and policies and providing professional growth and guidance to teachers.			
2.04 ADAPTABILITY: cultivates an interest in and awareness of new teaching techniques and curriculum areas.			
2.05 RAPPORT: secures the cooperation in achieving the goals of the schools.			
2.06 ACHIEVING OBJECTIVES: strives to clarify the objectives of the district/school and recommends improvement each year.			
2.07 ASSISTS: in implementing and monitoring equity in programs and instruction.			
2.08 EVALUATION: systematically evaluates the instructional program, uses results to plan program improvement.			
2.09 EXTRA---CURRICULAR ACTIVITIES: supports extra-curricular activities.			
2.10 ABILITY TO MOTIVATE: evidence of ability to inspire and challenge.			
SUMMARY STATEMENT 2.00 (Attach additional statement if needed)			

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	Meets and/or Exceeds Standards	Area of Concern	Unsatisfactory
<b>3.00 COMMUNICATION AND INTERPERSONAL SKILLS</b>			
3.01 CURRICULUM PERFORMANCE: demonstrates concern for teacher problems and encourages open discussion of issues.			
3.02 COMMUNITY/RESOURCES: seeks to know and involve the community/parent, to interpret the school's program to them, and to cooperate in worthwhile community parent programs.			
3.03 MORALE: strives to understand students; considers any reasonable request; communicates to students the reason for school policies.			
3.04 SUPPORT: develops high staff morale; operates in a democratic manner; encourages excellence in staff performance through constructive suggestion; commends achievements of staff members.			
<b>3.05 CENTRAL ADMINISTRATION: extent to which administrators and staff are kept well-informed; cooperates with central administrative staff in disseminating the district philosophy, policies and program.</b>			

SUMMARY STATEMENT 3.00 (attach additional statement if needed)

## 4.00 PERSONAL QUALITIES

4.01 APPEARANCE: is careful of appearance, posture, grooming, and dress.			
4.02 INITIATIVE: shows sustained effort and enthusiasm in the quality and quantity of work accomplished.			
4.03 COMMUNICATION SKILLS: communicates effectively with groups; speaks distinctly; uses standard oral and written English.			
4.04 PROFESSIONAL GROWTH: endeavors to improve methods and techniques by attending workshops, summer school, professional meetings and conferences, and by reading professional literature.			
4.05 ATTITUDE: ability to maintain a positive attitude.			

SUMMARY STATEMENT 4.00 (attach additional statement if needed)

<b>DESEGREGATION</b> —Degree which desegregation efforts are supported, implemented and monitored.			
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Goals for improvement have been established \_\_\_\_\_ YES \_\_\_\_\_ NO

This evaluation has been discussed with me. \_\_\_\_\_ YES \_\_\_\_\_ NO

I ☐ have attached a statementI ☐ have not attached a statement

Signature of the evaluatee \_\_\_\_\_ Date \_\_\_\_\_

\*1. Self-improvement goal(s) or principals marked satisfactory or above in all categories will be established jointly by the evaluatee and evaluator and become a part of the continuing evaluation. (Form 9.13)

\*2. A narrative must accompany any checks in these categories. The evaluator must make suggestions for improvement and work with the evaluatee to establish goal(s) (Form 9.13). The goals shall be established during the follow-up conference. Periodic observations should be made and assistance provided prior to the next evaluation.

## DISTRIBUTION

 White – Personnel Office  
 Canary – Dir. Of Elem/Sec Ed.  
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