CURRICULUM COORDINATOR, BILINGUAL/ESL

Summative Appraisal Form

Name _____   School 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

Program Management

_____1.   Facilitates the development of quality curriculum in accordance with the Department of Curriculum and Instruction.

_____2.   Develops and revises bilingual curriculum as needed.

_____3.   Ensures effective implementation and articulation of the curriculum.

_____4.   Assists teachers to develop and provide bilingual students with appropriate course work through curriculum modification, acceleration, etc.

_____5.   Provides ongoing support for the effective use of research-based bilingual/ESL instructional practices through staff development.

_____6.   Provides staff development to teachers, aides, teacher assistants, and other staff to increase their knowledge and skills in meeting the needs of bilingual/ESL students.

_____7.   Coordinates staff development and collaborative meetings for bilingual self-contained teachers.

_____8.   Analyzes and disaggregates assessment data to examine the effectiveness of the curriculum for the purpose of addressing the learning needs of bilingual/ESL students and implements changes based on this data.

_____ 9.   Conduct walk-throughs to monitor and ensure that instruction is effective and rigorous and provide productive feedback that will assist teachers in improving instruction for the academic advancement of bilingual/ESL students.

_____ 10.   Analyze bilingual/ESL student achievement data to identify campus and district instructional needs and arrange/conduct for training based on those needs.

_____ 11.   Provide bilingual strategists with training based on research-based practices that will promote the academic progress of bilingual/ESL students.

_____ 12.   Coordinates Bilingual summer school program (Ready, Set, Learn & Jump Start) and the selection of key personnel, development of curriculum, and attainment of necessary instructional materials and supplies.

COMMENTS:

_____

_____

Consultation

_____ 13.   Provides instructional resources and materials to support staff in accomplishing program goals.

_____ 14.   Meets with key personnel of non-academies to determine the data-based needs of teachers and students and provide professional development based on those needs.

_____ 15.   Works cooperatively with appropriate campus personnel, such as strategists, in the development and implementation of staff development and instructional services to improve bilingual student achievement.

_____ 16.   Secures consultants as needed to assist in building the capacity of bilingual/ESL staff for the purpose of attaining objectives and goals set by the district.

_____ 17.   Collaborates with Parent/Community Bilingual/ESL Coordinator conduct staff development for parents of bilingual/ESL students as needed.

COMMENTS:

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_____

Climate

_____ 18.   Communicates and promotes high expectation levels of staff and student performance in an enabling, supportive way; provide proper recognition of excellence and achievement.

_____ 19.   Establishes and maintains an environment which is conducive to positive staff morale and directed towards achievement of the department/district's mission.

_____ 20.   Communicates effectively with students, staff, parents and community about the bilingual program's goals, expectations and initiatives.

_____ 21.   Mediates and facilitates effective resolution of conflicts in a timely fashion.

_____ 22.   Has a clear sense of the department/district's mission; actively involves all stakeholders in planning and decision-making in order to accomplish the mission.

_____ 23.   Initiates and supports programs and actions that facilitate a positive, caring climate for learning and an orderly, purposeful environment.

_____ 24. Establishing a continuous focus on student growth and learning with established timelines for meeting performance objectives.

COMMENTS:

_____

_____

School Improvement

_____ 25. Determines and builds a common vision with staff for school improvement; direct planning activities and implement programs collaboratively with staff to ensure attainment of department/district's mission.

_____ 26. Identify, analyze, and apply research findings to facilitate improvement in the Bilingual program.

_____ 27. Develop, maintain, and utilize appropriate information systems and records necessary for attainment of the bilingual department's mission.

COMMENTS:

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_____

Budget and Inventory

_____ 28. Assists with the selection and purchase of supplemental equipment and supplies for the program.

COMMENTS:

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_____

Policy, Reports, and Law

_____ 29. Compiles, maintains, and files all physical and computerized reports, records, and other documents required.

_____ 30. Complies with policies established by federal and state law, State Board of Education rule, and the local board policy.

COMMENTS:

_____

_____

Other

_____ 31. Performs other duties assigned by supervisor.

_____ 32. Maintains confidentiality of information.

COMMENTS:

_____

_____

What strengths does_____ possess?

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_____

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_____

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

_____

_____

_____

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's Signature   Date

_____   _____

Employee's Signature   Date