

**West Virginia Department of Education  
Policy 5310  
Evaluation of Athletic Coaches\***

Coach's Name \_\_\_\_\_

School \_\_\_\_\_

Sport \_\_\_\_\_

Completion Date \_\_\_\_\_  
*Shall be completed within four (4) weeks at the conclusion of each sport's season as defined by WVSSAC.*

Professional and Interpersonal Relations. EXEM <input type="checkbox"/> EXS <input type="checkbox"/> MS <input type="checkbox"/> UNS <input type="checkbox"/>
<ul style="list-style-type: none"> <li>a. cooperates with building principal,</li> <li>b. cooperates with athletic director,</li> <li>c. develops rapport with coaching staff within the school,</li> <li>d. organizes coaching staff,</li> <li>e. develops positive relationship with participants,</li> <li>f. develops positive relationship with student body,</li> <li>g. develops positive relationship with faculty,</li> <li>h. develops positive relationship with parents and community,</li> <li>i. develops positive relationship with game officials,</li> <li>j. develops positive relationship with news media,</li> <li>k. develops positive relationship with opponents,</li> <li>l. employs appropriate conduct during games,</li> <li>m. employs appropriate conduct during practices,</li> <li>n. attends league, conference and WVSSAC meetings,</li> <li>o. participates in activities that foster professional growth and development,</li> <li>p. motivates staff and players toward desired goals, and</li> <li>q. commands respect by example in appearance, manners, behavior and language.</li> </ul>
<p><i>Comments:</i></p>

Coaching and Related Areas EXEM <input type="checkbox"/> EXS <input type="checkbox"/> MS <input type="checkbox"/> UNS <input type="checkbox"/>
<ul style="list-style-type: none"> <li>a. develops high caliber and quality instruction,</li> <li>b. teaches fundamental skills,</li> <li>c. handles athletic injuries,</li> <li>d. cares for equipment,</li> <li>e. supervises participants and disciplines team appropriately,</li> <li>f. designs quality organization of practice sessions,</li> <li>g. designs pre-season planning,</li> <li>h. supervises managers and other support personnel,</li> <li>i. manages budget,</li> <li>j. follows purchasing procedures,</li> <li>k. initiates game organizational skills,</li> <li>l. follows league, conference, and WVSSAC policies,</li> <li>m. devotes time and energy to coaching duties, and</li> <li>n. follows end of season procedures.</li> </ul>
<p><i>Comments:</i></p>

**RATING SCALE:**

- Exemplary (EXEM) -** Performance is consistently exceptional in meeting performance criteria demonstrated by providing extraordinary opportunities for student success through instructional strategies that confirm the teacher's expertise and the ability to reach all students.
- Exceeds Standards (EXS) -** Performance is consistently above average in meeting performance criteria demonstrated by going beyond the established standards and instructional practices in reaching all students.
- Meets Standards (MS) -** Performance is consistently adequate in meeting performance criteria.
- Unsatisfactory (UNS) -** Performance is not consistently acceptable in meeting performance criteria.

\* This form may be used as the observation instrument. Check appropriate box: Obs. 1 ☐ Obs. 2 ☐ Evaluation ☐

**Commendations:**

**Suggestions:**

**Identified Deficiencies and Recommendations:**

*Signing the evaluation form indicates only that the employee has had an opportunity to confer with the evaluator regarding its contents. (The Employee has the right to include a written statement as an addendum to the evaluation.)*

Coach's Signature

Date

Evaluator's Signature

Date

Addendum Attached

Yes ☐

No ☐