

PERFORMANCE APPRAISAL CRITERIA

COORDINATOR

Coordinator's Name _____

Area of Responsibility _____

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 ratings and comments.
4. The evaluator and the **coordinator** must discuss the results of the appraisal and any recommended action pertinent to it.
5. The **coordinator** and the evaluator must sign the instrument in assigned spaces.
6. The instrument must be filed in the **coordinator's** personnel folder.

Rating Scale (Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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MAJOR FUNCTIONS:

A. PROGRAM MANAGEMENT

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

Comments: _____

Rating Scale (Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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B. FISCAL MANAGEMENT

- 1. Prepares or assist in the preparation of budget and administers funds as assigned in accordance with established federal, state, and local policies.

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- 2. Cooperates with other departments and agencies to insure that funds are coordinated for maximum services.

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- 3. 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.

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- 4. Prepares or oversees the preparation of records and reports as required by local, state, and federal policies.

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Comments: _____

C. INFORMATION MANAGEMENT

1. Effectively communicates with the school system and community to share information about the program.

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HR-137

Revised: 05/2020

Rating Scale

(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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2. Serves as a liaison (per the discretion of the director and/or department head) between the school system and local, state, and federal agencies.

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3. Assist in the development of in-service programs for the development and improvement of staff.

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4. Plans and accomplishes personal professional growth objectives.

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5. Demonstrates professional ethics.

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Comments: _____

D. PERSONNEL MANAGEMENT

1. Assist in the screening, selection, and placement of personnel.

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2. Delegates and supervises staff responsibilities (per the discretion of the director and/or department head).

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3. Assists in evaluating staff according to established personnel policies.

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Comments: _____

HR-137 Revised: 05/2020

Evaluator's Summary Comments: _____

Coordinator's Reaction to Evaluation:

Evaluator's Signature and Date

Coordinator's Signature and Date

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