Oak Park School District

Evaluation Program for:

Student Planning Center Coordinator

Intervention Specialist

Curriculum Coordinator

Academy Coordinator

Staff Member: _____ School: Oak Park High School

Administrator: School Year:

Current Position:	☐ Student Planning Center Coordinator ☐ Intervention Specialist ☐ Curriculum Coordinator ☐ Academy Coordinator

Please indicate the performance standard of each domain based on the evidence demonstrated this school year and summative rubric appraisal rating: **P**roficient, **E**ffective, **U**nsatisfactory

Definitions

Proficient/Highly Effective	Highly competent in the art, skills or field of knowledge; significantly exceeds expected levels of performance
Effective	Meets the expectation for professional standards and level of performance
Unsatisfactory/Minimally Effective	Does not meet expected level of performance or acceptable standards of the profession or is not able to demonstrate application in every situation

DOMAIN	SUMMATIVE APPRAISAL RATING
Professional Responsibilities	☐ Proficient ☐ Effective ☐ Unsatisfactory
Student Growth / Performance	☐ Proficient ☐ Effective ☐ Unsatisfactory
Collegiality & Professionalism	☐ Proficient ☐ Effective ☐ Unsatisfactory
Elements/Competencies	☐ Proficient ☐ Effective ☐ Unsatisfactory
Is the staff member punctual for class/work, meetings, and school events? ☐ Yes ☐ Sometimes ☐ No	Does the staff member's overall attendance record give any cause for concern? ☐ Yes ☐ No If the answer is YES, please explain:
Does the staff member complete and/or provide district/school documents when requested? ☐ Yes ☐ Sometimes ☐ No	Recommended Status for Next School Year (contingent on SIG funds): ☐ Continued Employment ☐ Part-Time Employment ☐ Non-Renewal

Elements/Competencies	Proficient	Effective	Unsatisfactory
Knowledge of Content / Area of Specialization and Students	☐ Staff displays solid content knowledge with evidence of continuing pursuit of such knowledge. Staff is very knowledgeable of students' abilities and qualities. Behaviors reflect effective application of best practices.	☐Staff displays solid content knowledge and knowledge of students' abilities and qualities. Behaviors reflect the application of best practices.	☐Staff displays basic content knowledge and limited knowledge of students' abilities/qualities of age group. Behaviors fail to reflect the use of best practices.
Resources for Professional Use	☐ In addition to being aware of school and district resources, staff actively seeks other materials to enhance his/her practice, for example, supplemental reading, professional organizations, internet, or through the community /agencies. Resources and technology are effectively incorporated within daily practice.	☐ Staff is fully aware of all resources available through the school or district and utilizes those resources effectively. Resources and technology are effectively incorporated within daily practice.	☐ Staff displays limited awareness of resources available through the school or district (awareness is somewhat evident or not evident). Resources and technology are somewhat incorporated within his/her daily practice.
Rapport with Stakeholders (i.e. students, parents, staff, Community members, etc…)	☐Interactions with stakeholders are supportive and positive, reflecting kindness, professionalism, and reciprocal respect. Best-practices are used to insure that all stakeholders are valued and experience quality service. Concerns are addressed efficiently and/or in a timely and respectful manner.	☐Interactions are generally appropriate and professional. Most concerns are addressed in a timely and respectful manner.	☐Interactions with some stakeholders are inappropriate and/or reveal the absence of mutual respect / professionalism. Some concerns are not addressed in a timely manner.
Reflecting on Practice	☐ Staff makes an accurate assessment of his/her effectiveness and the extent to which he/she has achieved his/her goals. Staff makes specific suggestions of what to monitor and adjust for next time. Staff collaborates with colleagues.	☐ Staff has a generally accurate impression of his/her effectiveness and the extent to which his/her goals were met. Staff acknowledges ways to improve. Staff occasionally collaborates with colleagues	☐Staff reveals limited concern about his/her effectiveness. Staff is not receptive to assistance or collaboration with colleagues.
Displaying Professionalism	☐ Staff willingly, actively, and positively contributes to school practices (follows procedures, enforces school rules, supports school events, interacts with others in a respectful and professional manner, etc…) and exceeds expectations	☐ Staff contributes to school practices (follows procedures, enforces school rules, supports school events, interacts with others in a respectful and professional manner, etc…)	☐Staff either somewhat or does not contribute to school practices (follows procedures, enforces school rules. supports school events, interacts with others in a respectful and professional manner, etc…)
Physical Space	☐ Physical space and contents are skillfully and intentionally arranged to maximize learning, safety, and efficiency.	☐ Physical space and contents are appropriately organized for learning, safety, and efficiency.	☐ Physical space and contents lack an orderly arrangement / organizational structure.

Growing & Developing Professionally	☐ Seeks professional development activities and opportunities to enhance skills; routinely participates in collaborative activities with peers	☐ Active participant in professional development activities and collaborative activities with peers	☐ Engages in some professional development activities to enhance knowledge and makes little effort to collaborate w/ peers

SIG Staff Reflection **(Part 3 of 3)**

Briefly describe your role / contribution to the school improvement effort at Oak Park High School. How did you specifically help to <u>increase</u> student achievement?

**Signing this evaluation does not necessarily constitute agreement with its contents, but indicates that the evaluation has been shared with the SIG staff member.*

SIG Staff Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____