



BEAUTIFUL PLAINS SCHOOL DIVISION

Student Services Coordinator Principal Feedback

Student Services Coordinator:

Date:

COMPONENTS OF EVALUATION

Rate each of the categories below with an X using the following guide.

Distinguished – Considered to be exceptional

Proficient – Consistently exceeds position requirements

Basic – Meets basic position requirements

Unsatisfactory – Not acceptable. Performance needs upgrading

Items checked with “distinguished” or “unsatisfactory” require comments.

DOMAIN 1: Student Learning	U	Basic	P	D
1a. Demonstrates planning to promote high student achievement				
1b. Uses student data to improve student learning				
1c. Ensures appropriate and timely reporting				
1d. Ensures appropriate programs for all students				
1e. Ensures appropriate use of supports for students				
1f. Ensures appropriate integration and effective use of technology to promote student learning				
Comments:				

DOMAIN 2: Divisional Climate	U	Basic	P	D
2a. Effectively deals with student discipline				
2b. Provides for staff and student recognition				
2c. Resolves concerns and conflicts in a timely and effective fashion				
2d. Promotes an atmosphere of trust and collaboration				
2e. Fosters positive staff morale				
Comments:				

DOMAIN 3: Divisional Leadership	U	Basic	P	D
3a. Develops shared values and vision				
3b. Develops a comprehensive division plan with appropriate input				

3c. Fosters a student centered school climate				
3d. Communicates honestly with staff				
3e. Is visible in the school and at school events				
3f. Leads by example				
Comments:				

DOMAIN 4: Divisional Management	U	Basic	P	D
4a. Budget Management – appropriately manages budget, accounts, inventory, and school spending				
4b. Organization – effective timetabling, routines, meetings and schedules				
4c. Policy Implementation – effectively implements and follows divisional policies				
Comments:				

DOMAIN 5: Professionalism	U	Basic	P	D
5a. Conducts him/herself with integrity				
5b. Handles matters in a confidential manner				
5c. Maintains emotional control				
5d. Actively involved in personal professional development				
5e. Cooperative with Senior Administration				
5f. Builds relationships with colleagues				
5g. Carries through with plans in a timely and effective manner				
Comments:				

DOMAIN 6: Communication	U	Basic	P	D
6a. Clearly communicate expectations to staff				
6b. Honestly evaluates and promotes growth with staff				
6c. Ensures communication from division office is shared with staff, students and families in a timely and effective manner				
6d. Ensures ongoing communication is occurring between the school and parents				
6e. Provides opportunity for staff to communicate on issues of common concern or interest				
Comments:				

