

BEAUTIFUL PLAINS SCHOOL DIVISION

Student Services Coordinator Self Evaluation APPENDIX B

Voora Ermonionee				
Years Experience: Date:				
□ New SSC □ New SSC in BPSD □ Experienced SSC		□Reqı	uested	
COMPONENTS OF EVALUATION Rate each of the categories below with an X using the following gu Distinguished – Considered to be exceptional Proficient – Consistently exceeds position requirements Basic – Meets basic position requirements Unsatisfactory – Not acceptable. Performance needs upgrading	ide.			
Items checked with "distinguished" or "unsatisfactory" require comments.				
DOMAIN 1: Student Learning	U	Basic	Р	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				
Commontes				
Comments:				
DOMAIN 2: Divisional Climate	U	Basic	P	D
DOMAIN 2: Divisional Climate	U	Basic	P	D
	U	Basic	P	D
DOMAIN 2: Divisional Climate 2a. Effectively deals with student discipline	U	Basic	P	D
DOMAIN 2: Divisional Climate 2a. Effectively deals with student discipline 2b. Provides for staff and student recognition	U	Basic	P	D

DOMAIN 3: Divisional Leadership	U	Basic	Р	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:	1	1		
DOMAIN 4: Divisional Management	U	Basic	Р	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:	•	•		1
DOMAIN 5: Professionalism	U	Basic	Р	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:		II.	I .	
DOMAIN 6: Communication	U	Basic	Р	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:				

DOMAIN 7: Personnel		U	Basic	Р	
7a. Ensures fair hiring practices					
7b. Works to ensure talents of staff are utiliz					
7c. Promotes professional development of st	taff				
7d. Promotes a climate of "team" amongst a	ll teaching and non-teaching staff				
SUMMATIVE STUDENT SERVICES CO	ORDINATOR COMMENTS:				
ate	Signature of Student Service	Coordi	noton		
110	Signature of Student Service	S Coorai	T		
Superintendent's Comments:					
is is to acknowledge the Student Services Coo	ordinator and superintendent have hot	h discussi	ed the docu	ment	
	•	h discusse	ed the docu	ment	
nis is to acknowledge the Student Services Coo nd had the opportunity to comment on the co ate Received By Superintendent	•	h discusse	ed the docu	ment	



BEAUTIFUL PLAINS SCHOOL DIVISION

Final Evaluation Report

APPENDIX C

New SSC New SSC in BPSD	Date:				
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d. Ensures appropriate programs for all students					
e. Ensures appropriate use of supports for students					
f. Ensures appropriate integration and effective use of audent learning	f technology to promote				
Comments:					
OOMAIN 2: Division Climate		U	Basic	Р	
a. Effectively deals with student discipline					
b. Promotes a healthy and safe environment for staff a	and students				
c. Provides for staff and student recognition					
d. Resolves concerns and conflicts in a timely and eff	ective fashion				
e. Promotes an atmosphere of trust and collaboration					
		1	1		
f. Fosters positive staff morale		1		1	

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DOMAIN 7: Personnel		U	Basic	Р	D
7a. Ensures fair hiring practices					
7b. Works to ensure talents of staff are utilized					
7c. Promotes professional development of staff					
7d. Promotes a climate of "team" amongst all teachi	ng and non-teaching staff				
Comments:					
SUMMATIVE SUPERINTENDENT COMMENT	S:				
Student Services Coordinator Comments:					
This is to acknowledge the Student Services Coordinator and had the opportunity to comment on the contents o		discusse	ed the docu	ment	
Date S	Signature of Student Services	Coordi	nator		
	Signature of Superintendent				



BEAUTIFUL PLAINS SCHOOL DIVISIONMust be submitted to Superintendent by end of September

Professional Growth

APPENDIX D

Student Services Co	oordinator:			
Report Period	to			
What are my goals f	for the upcoming yea	ar?		
What areas do I fee	l I need to grow in pr	rofessionally?		
How do I plan to rea	ach my goals and add	dress the areas I r	need to grow in pro	fessionally?

Student Services Coordinator Self Reflection:	
Did I meet my goals for the year and what still needs my attention?	
Superintendent's Comments:	
This growth plan was discussed on	
Student Services Coordinator Signature:	
Substitution Signification	
Comparint on Jan 41a Cinn atomas	
Superintendent's Signature:	