



BEAUTIFUL PLAINS SCHOOL DIVISION

Student Services Coordinator Self Evaluation APPENDIX B

Student Services Coordinator: _____

Years Experience: _____

Date: _____

☐ New SSC ☐ New SSC in BPSD ☐ Experienced SSC ☐ Requested

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:				

DOMAIN 7: Personnel	U	Basic	P	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 teaching and non-teaching staff				
Comments:				

SUMMATIVE STUDENT SERVICES COORDINATOR COMMENTS:

Date

Signature of Student Services Coordinator

Superintendent’s Comments:

This is to acknowledge the Student Services Coordinator and superintendent have both discussed the document and had the opportunity to comment on the contents of the evaluation.

Date Received By Superintendent

Signature of Superintendent

Date Reviewed

Signature of Student Services Coordinator



BEAUTIFUL PLAINS SCHOOL DIVISION

Final Evaluation Report

APPENDIX C

Student Services Coordinator: _____

Years Experience: _____

Date: _____

☐ New SSC ☐ New SSC in BPSD ☐ Experienced SSC ☐ Requested

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

DOMAIN 3: Division 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 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 manage budget, accounts, inventory, and 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:				

DOMAIN 7: Personnel	U	Basic	P	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 teaching and non-teaching staff				
Comments:				

SUMMATIVE SUPERINTENDENT COMMENTS:

Student Services Coordinator Comments:

This is to acknowledge the Student Services Coordinator and Superintendent have both discussed the document and had the opportunity to comment on the contents of the evaluation.

Date

Signature of Student Services Coordinator

Signature of Superintendent



BEAUTIFUL PLAINS SCHOOL DIVISION
Must be submitted to Superintendent by end of September

Professional Growth

APPENDIX D

Student Services Coordinator: _____

Report Period _____ **to** _____

What are my goals for the upcoming year?

What areas do I feel I need to grow in professionally?

How do I plan to reach my goals and address the areas I need to grow in professionally?

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: _____

Superintendent's Signature: _____