ZACHARY COMMUNITY SCHOOL DISTRICT
TIME OUT ROOM MODERATOR EVALUATION

Name: Evaluator:
Employee ID Number: Position:
Location: Date:
Years in Position: 0-3_____ 4+ _____

DIRECTIONS: The evaluator is to indicate the appropriate rating of each major topic by placing a circle around the **S**, **NI**, or **U**. The evaluator shall then mark each item under the major headings using (**S**) to denote satisfactory performance, (**NI**) to denote needs improvement, and (**U**) to denote unsatisfactory performance.

I. PERFORMANCE RESPONSIBILITIES

A. LEADERSHIP

	S	NI	U
Assists in defining and gaining support for the school mission and goals			
Communicates effectively and gains support for goals within the school and the community			
Sets high expectations and performance standards that lead to the attainment of school and district goals			
Identifies and analyzes relevant information before making decisions or committing resources			
Assists in providing incentives for both teachers and students to excel			
Serves as a model of professionalism and communicates educational values			
Assists in identifying areas for program development through the collection and interpretation of students and data			
Engages in and promotes a program of ongoing professional development			

B. HUMAN RELATIONS

	S	NI	U
Solicits and gives specific and constructive feedback			
Maintains a positive attitude to enhance the school climate			
Demonstrates an appreciation for the accomplishments of others			
Listens actively to others			
Utilizes clear and meaningful oral and written expression			
Fosters teamwork and collegiality			
Elicits participation in decision-making and cultivates leadership in others			
Facilitates group processes and effectively manages conflict			

C. PARENTAL / COMMUNITY INVOLVEMENT

	S	NI	U
Communicates effectively with students, parents, and the community, and gains their support for school goals, programs, and policies			
Encourages the volunteer participation of parents and the community and uses their resources to enhance the quality of education in the school.			

D. MANAGEMENT

	S	NI	U
Maintains accurate records for the Time Out Room program			
Assists in implementing school programs within the confines of the district's goals and policies			
Understands and applies knowledge of community organizations in generating support for the school			
Takes appropriate precautions to protect students, equipment, materials, and facilities			
Performs duty assignment			
Maximizes the amount of time available for instruction			
Manages learner behavior to provide productive learning opportunities			
Maintains effective discipline and attendance in the Time Out Room			
Assists in ensuring that the Time Out Room is conductive to a positive school environment			

I. PERFORMANCE RESPONSIBILITIES (con't)

E. PERSONAL TRAITS

Exhibits:	S	NI	U
Poise and self-confidence			
Enthusiasm and optimism			
Punctuality			
Dependability			
Flexibility			
Acceptable speech and grammar			
Effective communication with students, colleagues, and other adults			
Confidential and ethical handling of information			
Willingness to implement recommendations			
Willingness to continue the development of counseling skills			
Unbiased attitude regarding race, sex, creed, religion or disability			
Accepts commendations and recommendations			

II. EVALUATEE'S PERFORMANCE AT THIS TIME IS: (Check one)

Satisfactory _____ Needs Improvement _____ Unsatisfactory _____

III. IMPLEMENTATION OF THE PROFESSIONAL GROWTH PLAN

Is Minimal _____ Is Satisfactory _____ Has reached completion _____

IV. COMPLETION OF SELF-EVALUATION: (Check one)

Yes _____ No _____

V. EVALUATOR'S COMMENTS: (Attach supplemental sheet if necessary.)

_____

_____

_____

_____

_____

_____ _____

Evaluator's Signature Date

VI. EVALUATEE'S COMMENTS: (Attach supplemental sheet if necessary.)

_____

_____

_____

_____

_____

_____ _____

Evaluatee's Signature Date

My signature indicates that I have read the results of the evaluation, but does not indicate agreement or disagreement with the results.

Evaluatee
Main Office
School File / Supervisor