ZACHARY COMMUNITY SCHOOL DISTRICT

DEAN OF STUDENTS 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 instruction and program development through the collection and interpretation of students and school data			
Involves others effectively in the improvement of curriculum and instruction			
Integrates technology into instruction			

B. HUMAN RELATIONS

	S	NI	U
Consideration			
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			
Communication			
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
Communication			
Communicates effectively with students, parents, and the community, and gains their support for school goals, programs, and policies			
Assists in providing students, parents, and the community, with an appropriate voice in the school's decision-making process			
Participation			
Involves parents and the community in the activities of the school to build a sense of shared responsibility for the quality of education being provided.			
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
School Program Management			
Assists in implementing school programs within the confines of the district's goals and policies			
Assists in scheduling, supervising, and evaluating curricular, co-curricular, and extra-curricular activities efficiently and effectively			
Understands and applies knowledge of community organizations in generating support for the school Rules and Regulations			
Assists in identifying rules, guidelines, and procedures for total school operation and accepts responsibility for student, teacher, and staff compliance			
Develops effective discipline and attendance policies collaboratively			
Maintains a visible and accessible presence in the school			
Assists in protecting instructional time when scheduling events and communication efforts			
Assists in ensuring that school facilities are conductive to a positive school environment			
Assists the principal with the responsibility for all physical properties assigned to the school			
Assists in planning, preparing, and distributing student and faculty handbooks			
Cooperates with community agencies whose purpose relate to the health, safety, and welfare of students			
Assists with responsibilities for graduation and / or closing of school activities			

E. SCHOOL IMPROVEMENT

	S	NI	U
Takes an active role in building-level decision making			
Participates in grade-level / subject area curriculum planning and evaluation			
Serves on task forces and decision making committees, when appropriate			
Implements the school improvement plan			
Creates partnerships with parents, caregivers, and colleagues			
Provides clear and timely information to parents / caregivers and colleagues regarding classroom expectations, student progress, and ways they can assist learning			
Encourages parents / caregivers to become active partners in their children's education and to become involved in school and classroom			

Seeks community involvement in the instructional program

I. PERFORMANCE RESPONSIBILITIES (con't)

F. PERSONAL TRAITS (The therapist exhibits competency in the following areas)

		S	NI	U
Exhibits:	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 regarding students acquired in the course of professional services			
	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. DEAN OF STUDENTS 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.)

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Evaluator's Signature Date

VI. DEAN OF STUDENT'S COMMENTS: (Attach supplemental sheet if necessary.)

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_____ _____

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