

Coordinator Leadership Time Form SY15-16

Being present is an important professional behavior for all employees of the VIDE. Coordinators play a significant role in district and school leadership, therefore it is important that coordinator is present. Coordinator Leadership Time is determined by attendance in TimeForce and is scored using the rubric in the VIDE Attendance Policy. School Leadership Time accounts for 10% of the total summative evaluation score for all coordinators.

The VIDE Attendance Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following scale is applied:

4=Outstanding/ 3=Exceeds Standards/ 2=Satisfactory, 1= Unsatisfactory

The **Director of Curriculum and Instruction completes and submits the Coordinator Leadership Time Form** based on the coordinator's record of attendance in TimeForce **BEFORE** the coordinator's **Final Summative Evaluation** meeting.

Attendance

1 Unsatisfactory	2 Satisfactory	3 Exceeds Standards	4 Outstanding
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 or more absences	9-12 absences	5-8 absences	0-4 absences

Justification

Enter any comments related to the absences.

Total Coordinator Leadership Time score is the attendance score.

TOTAL COORDINATOR LEADERSHIP TIME SCORE:

Attachment #1

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Attachment #2

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Attachment #3

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