## **Coordinator Evaluation Planning Form**

## **Portfolio**

The Portfolio documents a coordinator’s performance on four essential leadership practices. A total of **seven artifacts**, including a professional growth plan (PGP), are required. The **coordinator** completes this form in TalentEd and submits it **prior** to the Evaluation Planning Meeting.

During the Evaluation Planning Meeting, the coordinator and the Director of Curriculum and Instruction discuss the goals and activities for Artifact 1, the PGP. Artifacts 2, 3, and 4 are addressed through professional development evaluations, and monthly and annual reports. The coordinator and director identify possible artifacts forCommunity Engagement and Program Management, and a possible artifact to demonstrate performance on one essential practice and indicator chosen by the coordinator.

## **Artifact 1: Professional Growth Plan**

The PGP is focused on the coordinator’s professional development. The coordinator sets professional learning goals, monitors learning activities, and reflects on the impact of the professional learning on practice. The Director’s approval of the plan indicates a commitment to provide the supports necessary to achieve the goals.

**ISLLC Standard 5**

An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.

5B. Model principles of self-awareness, reflective practice, transparency, and ethical behavior

**USVI Performance Evaluation Framework for Coordinators**

**Essential Practice 4**: Lead with Integrity

**Indicator 4.1**: Demonstrate Personal and Professional Responsibility

**Goal 1 - Personal Growth:** A learning goal for the coordinator that addresses an area of growth or improvement informed by the *Essential Practices of Coordinators*, data, student needs, previous evaluation results, and/or self-reflection.

**Framing the Goal**

I will improve my ability to (state the practice I want to improve) by (state the learning), (state how and when I will do this) and (how and when I will apply the learning).

**Goal Statement** (SMART Goal)

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**Rationale:** Why was this goal chosen?

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**Activity:** What is the proposed learning activity?

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**Application**: What will I do with the knowledge and skills I have learned to change instructional practice to meet student needs?

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**Progress:** How will I know that I am making **progress** and achieving my goal?

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**Outcomes**: How will the professional learning impact practice and support student growth?

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**Supports:** What **supports** might I need to complete the activity and achieve my goal?

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**Target Completion Date:** Click here to enter a date.

**Goal 2 - Collaborative Learning:** A goal written by a team of professionals collaborating around a common area for professional learning. Coordinators may wish to collaborate with other coordinators within or across districts. They may also collaborate with school administrators to address a common need. The goal is the same for all of the team members; however, each member is responsible for identifying and completing appropriate activities, and reflecting on the learning and use of the new skills and knowledge.

**Framing the Goal**

I will collaborate with (identify colleagues) to improve my ability to (state the practice I want to improve) by (state the learning), (state how and when I will do this) and (how and when I will apply the learning).

**Goal Statement** (SMART Goal)

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**Rationale:** Why was this goal chosen?

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**Activity:** What is the proposed collaborative learning activity?

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**Application**: What will I do with the knowledge and skills I have learned to change instructional practice to meet student needs?

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**Progress:** How will I know that I am making **progress** and achieving my goal?

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**Outcomes**: How will the professional learning impact practice and support student growth?

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**Supports:** What **supports** might I need to complete the activity and achieve my goal?

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**Target Completion Date:** Click here to enter a date.

**Artifact 2: Professional Development Evaluations**

* **Manage Organizational Systems** Indicator 3.2: Lead and Develop Personnel

**Artifact 3: Coordinator Monthly Report**

* **Focus on Learning** Indicator 2.1: Support Student Access to Effective Instructional Programs through Administration of District, Territory, and/or Federal Programs
* **Lead with Integrity** Indicator 4.1: Demonstrate Personal and Professional Responsibility

**Artifact 4: Coordinator Annual Report**

* + **Focus on Learning** Indicator 2.1: Support Student Access to Effective Instructional Programs through Administration of District, Territory, and/or Federal Programs
  + **Manage Organizational Systems** Indicator 3.1: Build and Maintain Program Systems and Indicator 3.2: Lead and Develop Personnel
  + **Lead with Integrity** Indicator 4.1: Demonstrate Personal and Professional Responsibility

**Artifact 5: Community Engagement**

* + **Manage Organizational Systems** Indicator 3.4: Mobilize Community Resources

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| *List possible artifact* |

**Artifact 6: Program Management**

* + **Build Shared Purpose** Indicator 1.1: Implement a Program Aligned to the District Vision, Mission, Goals, and Initiatives

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| *List possible artifact* |

**Artifact 7: Coordinator Choice**

Coordinator Essential Practice:

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| Choose an item. |

Coordinator Essential Practice Indicator:

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| Choose an item. |

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| *List possible artifact* |