## **Coordinator Portfolio Scoring Form**

**Instructions:** A Coordinator Portfolio is one of the measures used to determine a coordinator’s summative evaluation rating. **The Director of Curriculum and Instruction uses this form to score the Coordinator Portfolio during or soon after the Portfolio Review Meeting**.

The following scale is used to score each Essential Practice of School Leadership. Refer to the descriptions in the *Four Essential Practices of School Leadership Framework* document accessible on [VIDE EES web portal](http://www.vide.vi/for-employees/employee-portal/for-educators/vide-ees.html). Indicate what artifact(s) provided evidence for each practice and the rationale for the score.

**Practice Scoring Scale**

1 = Unsatisfactory 2 = Basic 3 = Proficient 4 = Distinguished

1. **Build Shared Purpose**

Indicator 1.1: Implement a Program Aligned to the District Vision, Mission, Goals, and Initiatives

Choose an item.

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**Rationale for Score**

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

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1. **Focus on Learning**

Indicator 2.1: Support Student Access to Effective Instructional Programs through Administration of District, Territory, and/or Federal Programs

Choose an item.

**Rationale for Score**

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

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1. **Manage Organizational Systems**

Indicator 3.1:Manage the Organizational Structure

Indicator 3.2: Lead and Develop Personnel

Indicator 3.3**:** Manage Resources

Indicator 3.4: Mobilizing Community Resources

Choose an item.

**Rationale for Score**

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

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1. **Leadership Practice 4: Lead with Integrity**

Indicator 4.1: Demonstrate Personal and Professional Responsibility

Choose an item.

**Rationale for Score**

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

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**Total Coordinator Portfolio Score**

Average of 4 practice scores

**Other Comments (Optional*)***

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