

Coordinator Portfolio Scoring Form SY15-16

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. Include specific evidence from the artifacts.

Coordinator Portfolio Artifacts (*Use the drop down list to indicate if artifact is present in TalentEd and/or BriteLocker or incomplete.*)

1. Professional Development Evaluations

Choose an item.

2. Coordinator Professional Growth Plan

Choose an item.

3. Monthly Report

Choose an item.

4. Annual Report

Choose an item.

5. Community Engagement

Choose an item.

6. Program Management

Choose an item.

7. Choice Artifact

Choose an item.

Use the following scale to rate each Essential Practice of School Leadership. Refer to the descriptions in the *Five Essential Practices of School Leadership Framework* that begins on page 5 of the Framework document accessible on VIDE EES web portal at <http://tle.vide.vi>. Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

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.

Rationale for Score

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

2. 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.

3. 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.

4. 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.

Total Coordinator Portfolio Score

Average of 4 practice scores

Director's Comments (Optional)