

Employee's Name: _____ Evaluation Period: _____

Job Objectives: Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation.

Qualifications: Does the employee meet or exceeds all *prerequisite* training/skill requirements? YES NO
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

**PERFORMANCE
RATINGS**

DIRECTIONS: The supervisor and employee should rate performance using the following indicators:
5. Distinguished 4. Commendable 3. Competent 2. Needs Improvement 1. Unsatisfactory
Note: Provide written comments to illustrating rationale when rating a duty "5."
Develop a written action plan and identify assistance required when rating a duty "1" or "2."

A. COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT

- | S | E | S = Supervisor's Rating E = Employee's Rating |
|-------|-------|--|
| _____ | _____ | 1. Organizes tasks and manages time effectively. Effectively uses verbal, nonverbal, writing, and listening skills. |
| _____ | _____ | 2. Skillfully manages individual, group, and organizational interactions. Averts problem situations and intervenes to resolve conflicts. |
| _____ | _____ | 3. Exercises self-control and perseverance when dealing with students. |
| _____ | _____ | 4. Demonstrates professionalism and contributes to a positive work environment. Exhibits consistency, resourcefulness, and resilience. |
| _____ | _____ | 5. Accepts personal responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others. |
| _____ | _____ | 6. Completes paperwork accurately. Verifies and correctly enters data. |
| _____ | _____ | 7. Participates in staff meetings and professional growth opportunities as directed. |
| _____ | _____ | 8. Maintains an acceptable attendance record and is punctual. |
| _____ | _____ | 9. Performs other specific job-related duties as directed. |

B. WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING

- | S | E | S = Supervisor's Rating E = Employee's Rating |
|-------|-------|---|
| _____ | _____ | 10. Provides technical expertise in coaching the assigned athletic activity. |
| _____ | _____ | 11. Under the direction of the head coach: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties. |
| _____ | _____ | 12. Upholds board policies and follows administrative procedures. Keeps the head coach informed about emerging issues. |
| _____ | _____ | 13. Works with the head coach to evaluate program needs. Requisitions supplies and equipment as directed. Promotes the proper use and care of school property. |
| _____ | _____ | 14. Reviews procedures and schedules before the start of the season. |
| _____ | _____ | 15. Attends all mandatory programs (e.g., rules interpretation, first aid/CPR training, etc.). |
| _____ | _____ | 16. Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, optional insurance coverage, waiver forms, etc.). |
| _____ | _____ | 17. Assists with team tryouts. Maintains the integrity of the selection process. |

ASSISTANT COACH

S **E** **S** = Supervisor's Rating **E** = Employee's Rating

- ____ ____ 18. Carries out the practice schedule as directed. Gives the head coach and athletic director a copy of all student communications.
- ____ ____ 19. Maintains accurate records and submits reports on time.
- ____ ____ 20. Helps develop off-season activities (e.g., summer training, clinics, etc.).
- ____ ____ 21. Assists with the optional student insurance program when offered. Maintains information as directed.
- ____ ____ 22. Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require medical attention.
- ____ ____ 23. Evaluates individual and team performance. Prepares statistics. Develops and refines game strategies as directed.
- ____ ____ 24. Helps recruit, train, and supervise student managers, trainers, and scouts.
- ____ ____ 25. Helps the athletic director secure personnel for home games.
- ____ ____ 26. Maintains high standards and upholds the student conduct code.
- ____ ____ 27. Helps verify that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.
- ____ ____ 28. Helps with supervision responsibilities related to the preparation of athletic fields and practice areas.
- ____ ____ 29. Helps keep track of athletic equipment. Makes minor equipment repairs.
- ____ ____ 30. Ensures that students keep locker rooms and practice areas orderly.
- ____ ____ 31. Helps arrange transportation and lodging for sanctioned activities.
- ____ ____ 32. Obtains permission to be away when duties conflict with other assigned duties.
- ____ ____ 33. Monitors innovations, evaluates activities, and recommends program improvements.
- ____ ____ 34. Works closely with the athletic boosters association.
- ____ ____ 35. Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.

C. COMMUNICATIONS AND INTERPERSONAL RELATIONS

S **E** **S** = Supervisor's Rating **E** = Employee's Rating

- ____ ____ 36. Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.
- ____ ____ 37. Respects personal privacy. Maintains the confidentiality of privileged information.
- ____ ____ 38. Avoids public criticism of training/coaching methods used by other individuals.
- ____ ____ 39. Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- ____ ____ 40. Reports student discipline problems, vandalism, and other related concerns.
- ____ ____ 41. Takes precautions to ensure staff/student safety. Does not leave students unsupervised. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator. Reports evidence of suspected child abuse as required by law.

RATING COMMENTS: (Note number next to comments).

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

EVALUATOR'S ASSESSMENT OF OVERALL PERFORMANCE: (General work performance and personal effectiveness taken as a whole).				
<input type="checkbox"/> Distinguished	<input type="checkbox"/> Commendable	<input type="checkbox"/> Competent	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

Evaluator's Signature

Date

Employee's Signature

Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED