

Employee Self-Evaluation and Supervisor Evaluation

	Volunteer Assistant Athletic Coach 1 & 2	
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Employee

Position Title

Date

0. Not Applicable or Observed

3. Expected Performance

E=Employee

1. Unsatisfactory Performance

4. Exceeds Expected Performance

S=Supervisor

2. Average Performance

E	S	<u>I. Personal Qualities</u>
		Presents a positive attitude
		Communicates & works cooperatively
		Is neat in appearance & dresses appropriately
		Maintains confidentiality & honesty
		Functions in a positive attitude

Category Evaluation

	Employee		Supervisor
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E	S	<u>II. Attendance</u>
		Rides the bus to and from all games (exceptions may be granted by the head coach).
		Attends all meetings as required.

Category Evaluation

	Employee		Supervisor
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E	S	<u>III. Scheduling/Preparing for Events</u>
		Provides whatever assistance that is required as set forth by the head coach.
		Utilizes the system of play as designated by the head coach.

		Is responsible for following the schedule of practice sessions for the assigned teams.
		Assumes other duties as may be assigned by the head coach or athletic/activities director.

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E	S	<u>IV. Knowledge of Policies & Regulations</u>
		Enforces all rules of Monroe School District.
		Reports and records any injury requiring medical attention immediately.
		Keeps the safety and welfare of the students above all other considerations.
		Assists the Head Coach in keeping a log of all injuries.
		Fills out a school accident report on all injuries for student athletes under your supervision.
		Follows District policy/handbook

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E	S	V. Professional Commitment/Development/Improvement
		Remains current in professional growth and inservice training. (Vol. Asst. 1 only)

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E	S	VI. Interpersonal Skills/Personal Skills
		Develops a positive working relationship within the community.
		Cooperates with all coaches in promoting and providing the best total sports program possible.
		Does NOT encourage students to “specialize” in only one sport.
		Participation in summer programs or off-season workouts is not a prerequisite for participation in Monroe High School athletics.
		Encourages good sportsmanship, fair play and ethical conduct (sets an example as a role model by conducting his/her self in such a manner as to not receive a technical foul or its equivalent.)

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E	S	VII. Timeliness
		Returns requests for information by the date and time specified.
		Arrives on time and works scheduled hours.
		Notifies the Athletic Director in the event of illness or other times he/she can't attend a scheduled practice.
		Promptly informs the Athletic Director of problems that need attention.

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E	S	VIII. Interest in Coaching Students
		Demonstrates specific organizational skills in practice/game situation.
		Develops positive leadership skills in the athletes under his/her leadership.
		Teaches the skills and strategies of the activity.

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E	S	IX. Supervisory Skills/performance
		Assumes responsibility for repairing equipment.
		Assumes responsibility for preparing facilities.
		Assumes responsibility for maintenance of facilities.
		Assumes responsibility for coping with varying amounts of pressure to perform in an outstanding manner.

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1. I feel I have shown development and growth in my position because: (list classes taken, work- shops attended, independent study, etc.)

2. Commendations or areas during the last year for which I would like to be recognized are:

Overall Evaluation

	Employee		Supervisor
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Evaluator's Recommendation for:

- Continued Employment
- Plan of Assistance
- Termination

Comments:

Evaluator's Signature

Date

I have read this appraisal of my performance and discussed it with the evaluator.

Employee's Signature

Date

Statement by employee attached. Yes No