

### Employee Self-Evaluation and Supervisor Evaluation

	<b>Assistant Athletic Coach</b>	
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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	<b><u>I. Personal Qualities</u></b>
		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	<b><u>II. Attendance</u></b>
		Rides the bus to and from all games (exceptions may be granted by the head coach).
		Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.

**Category Evaluation**

	Employee		Supervisor
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E	S	<b><u>III. Scheduling/Preparing for Events</u></b>
		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.

**Category Evaluation**

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E	S	<b><u>IV. Budgeting/Ordering/Inventories/Records</u></b>
		Under direction of the head coach, is in charge of issuing and collecting all uniforms and gear required for participation in the sport or activity for which he/she is responsible.
		Submits a total inventory at the conclusion of the activity.
		Fills out and submits, to the athletic director, all forms pertaining to participants, awards, etc.

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E	S	<b>V. Knowledge of Policies &amp; Regulations</b>
		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	<b>VI. Professional Commitment/ Development/Improvement</b>
		Remains current in professional growth and inservice training.

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E	S	<b>VII. Interpersonal Skills/Personal Skills</b>
		Develops a positive working relationship within the community.
		Cooperate with all coaches in promoting and providing the best total sports program possible.
		Does NOT encourage students to “specialize” in only one sport.
		Does NOT require participation in summer programs or off-season workouts as 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	<b>VIII. Timeliness</b>
		Returns requests for information by the date and time specified.
		Arrives on time and works scheduled hours.
		Notifies the Head Coach in the event of illness or other times he/she can't attend a scheduled practice.
		Promptly informs the Head Coach of problems that need attention.
		Attends all Booster Club meetings as needed.

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E	S	<b>IX. Interest in Coaching Students</b>
		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	<b>X. Supervisory Skills/performance</b>
		Assumes responsibility for giving medical attention.
		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.

		Assumes responsibility for handling money.
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E	S	<b>XI. Supervision of student athletes (in conjunction with Head Coach)</b>
		Supervises the playing area or dressing rooms until all participants have left the area.
		Is responsible for the personal and professional appearance of each student athlete involved in the particular sport during practice, athletic contests and game days.
		Allows no student athlete to participate in facilities or equipment that presents unsafe conditions.
		Allows no athlete to participate in athletic contests unless he/she has been in full attendance on the day of the contest and the day after when the game falls on a school day.
		Verifies that each student athlete has cleared through the Athletic Director his/her physical examination, purchased school insurance or provided a parent insurance waiver form, and eligibility clearance before issuance of equipment or participation in practice.

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

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

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**Overall Evaluation**

	Employee		Supervisor
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**Evaluator's Recommendation for:**

- Continued Employment
- Plan of Assistance
- Termination

Comments:

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Evaluator's Signature

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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