

Employee Self-Evaluation and Supervisor Evaluation

	Head Grade School Athletic Coach	
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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

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	Employee		Supervisor
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E	S	<u>II. Attendance</u>
		Rides the bus to and from all games.
		Verifies at least one ASEP Certified member of the coaching staff is present at all practices.
		Attends all meetings as required.

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E	S	<u>III. Scheduling/Preparing for Events</u>
		Makes recommendations to the Athletic Director in matters of game scheduling.
		Directs a positive program in assigned sport for grades 7-8.
		Assumes responsibility for the condition of the facilities following a practice. All doors are LOCKED and lights turned off.

		Determines, in cooperation with the athletic director and the principal, the type of program to be used.
		Assumes other duties as may be assigned by the athletic/activities director.

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E	S	<u>IV. Budgeting/Ordering/Inventories/Records</u>
		Files expense reports with receipts following any away athletic event when student body or district funds are utilized.
		Submits a list of award winners on school form immediately following each season.
		Directs the issuing and collecting of all uniforms and gear required for participation in the sport or activity for which he/she is responsible.
		Awards the following trophies in football, volleyball, basketball, track, softball, and baseball: Most Valuable, Most Inspirational, Most Improved.
		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.

		Budgets for the following year's program must be submitted to the athletic director when requested.
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E	S	V. Knowledge of Policies & Regulations
		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.
		Accompanies any group to any event where they represent Monroe School District.
		Follows District policy/handbook

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E	S	VI. Professional Commitment/ Development/Improvement
		Remains current in professional growth and inservice training.

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E	S	VII. Interpersonal Skills/Personal Skills
		Establishes and implements a sound philosophical role with assistant coaches.
		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.

		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	VIII. 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.
		Verifies that his/her sport is represented at all league athletic meetings.

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E	S	IX. 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	X. Supervisory Skills/performance
		Assumes responsibility for supervising trips, student conduct, record keeping, uniform care, end of the year award presentation, and attending coaching meetings.

		Assumes responsibility for giving medical attention.
		Assumes responsibility for repairing equipment.
		Assumes responsibility for buying equipment.
		Assumes responsibility for preparing facilities.
		Assumes responsibility for maintenance of facilities.
		Assumes responsibility for preparation of budget.
		Assumes responsibility for coping with varying amounts of pressure to perform in an outstanding manner.
		Assumes responsibility for handling money.
		Is responsible for the personal and professional appearance of each coach and student athlete involved in the particular sport during practice, athletic contests and game days.
		Fill out a school accident report on all injuries and report this information to the Athletic Director.

		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.
		Submits a roster of all participants in their respective sport within fifteen (15) days after the beginning of practice.
		Immediately submits the name of each participant who turns out after the original list has been submitted.
		Submits a squad roster with all the necessary personal data at least one week before the first game (uniform number, age, height, weight, position, experience and year in school).
		Submits a traveling team roster on the day a team is being excused from school time.

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E	S	XI. Supervision of student athletes
		Supervises the playing area or dressing rooms until all participants have left the area.
		Verifies that no student athlete is permitted 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. Allows no athlete to practice unless he/she has been in full attendance on the day of practice.

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

<input type="checkbox"/>	Employee	<input type="checkbox"/>	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