



**WASKOM ISD
CURRICULUM DIRECTOR EVALUATION**

Name: Margie Bell
(1) Exceeds (2) Proficient

Date: 1-9-12
(3) Below (4) Unsatisfactory

I. SCHOOL CLIMATE

- 1.1 Develops administrative procedures for the management of curriculum 2
- 1.2 Keeps informed of developments in policies affecting curriculum 1
- 1.3 Prepares and submits any reports related to curriculum or other assignments required by the superintendent 1
- 1.4 Provides for effective communication channels with personnel 2
- 1.5 Keeps district personnel informed of major changes and/or directions in curriculum developments 2

II. SCHOOL IMPROVEMENT

- 2.1 Meets with teachers and administrators to discuss curriculum development 2
- 2.2 Works with teachers and administrators to formulate school improvement plans 1
- 2.3 Provides data for teachers and principals to consider in long-range and short-range instructional goals 1
- 2.4 Provides alternatives for the staff to consider in planning for improvement in the instructional program 2
- 2.5 Works with teachers and administrators to set instructional goals and objectives in each instructional area 2
- 2.6 Monitors program improvement activities and disseminates results to teachers 2
- 2.7 Uses evaluative findings to determine the extent to which goals are met 1

III. INSTRUCTIONAL MANAGEMENT

- 3.1 Assists with the selection, distribution and use of instructional materials 1
- 3.2 Serves as a member of the committee for the selection of textbooks 1
- 3.3 Prepares reports for use in evaluating the effectiveness of the instructional program 1
- 3.4 Supervises and coordinates the writing and revision of curriculum documents for grades PK - 12 2
- 3.5 Appraises teachers as assigned and provides follow-up instructional assistance to teachers as needed 2
- 3.6 Coordinates district inservice activities 1
- 3.7 Completes and submits required reports assigned, to ensure district compliance with state and federal mandates 1
- 3.8 Assists the staff in the implementation of and preparation for local, state and federal directives or audits 1

IV. PERSONNEL MANAGEMENT

- 4.1 Works with teachers implementing the curriculum 2
- 4.2 Supervises teachers/aides of special programs in implementing program guidelines 2
- 4.3 Aids in providing teacher development through inservice education and other programs of professional development 1
- 4.4 Appraises teachers as assigned 2
- 4.5 Advises superintendent when necessary of any staff needs that have not been identified by administrators 1

V. ADMINISTRATIVE & FISCAL FACILITIES MANAGEMENT

- 5.1 Orchestrates the application and administration of federal funds 1
- 5.2 Performs other duties as may be assigned by the superintendent 1
- 5.3 Directs and supervises accounting for and expending of funds provided for programs delegated to this department 1



VI. STUDENT MANAGEMENT

- 6.1 Supports district policies on discipline management 2
- 6.2 Coordinates pupil/personnel services in supporting the teaching/learning processes 1

VII. SCHOOL/COMMUNITY RELATIONS

- 7.1 Pursues professional growth and development through reading, attending conferences, participating in workshops and being affiliated with professional organizations 1
- 7.2 Assists staff in keeping aware of new developments that relate to their particular field 1
- 7.3 Encourages continuous professional growth among staff 1
- 7.4 Performs related duties assigned by the superintendent 1

VIII. SCHOOL/COMMUNITY RELATIONS

- 8.1 Assists district personnel in developing and implementing effective communications between the school and community 2
- 8.2 Assists staff in publicizing information about school instructional practices to community 2
- 8.3 Participates in activities that help to promote positive relationships between the community and school 2
- 8.4 Provides information to individuals and community groups (upon request) about curriculum programs and activities 1
- 8.5 Performs other duties not specified herein, as assigned by the superintendent 1

What specific recommendations do you have for the administrator to improve his/her performance?

Continue to become more effective in development, organization and presentation of Federal, State and Local Reports.

RECOMMENDATION

- Recommended for extension of contract
- Not recommended for extension of contract

Jimmy E. Cox 1-9-12
SUPERINTENDENT DATE

Margie S. Bell 1-9-12
CURRICULUM DIRECTOR DATE

I understand that my signature does not necessarily mean I agree with the evaluation.