



**WASKOM ISD
CURRICULUM DIRECTOR EVALUATION**

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

Date: 1-27-11
(3) Below (4) Unsatisfactory

I. SCHOOL CLIMATE

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

II. SCHOOL IMPROVEMENT

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

III. INSTRUCTIONAL MANAGEMENT

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

IV. PERSONNEL MANAGEMENT

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

V. ADMINISTRATIVE & FISCAL FACILITIES MANAGEMENT

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



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VI. STUDENT MANAGEMENT

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

VII. SCHOOL/COMMUNITY RELATIONS

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

VIII. SCHOOL/COMMUNITY RELATIONS

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

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

Work on organizational skills and continue to make the curriculum/instruction office user friendly. Staff members should feel comfortable in this office.

RECOMMENDATION

☒ Recommended for extension of contract

☐ Not recommended for extension of contract

Jimmy E. Cox 1-24-11
SUPERINTENDENT DATE

Nancy Bell 1-27-11
CURRICULUM DIRECTOR DATE

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