



st.croixprep

## Dean of Students Summative Evaluation

**Employee:**

**Date of Hire:**

**Current Date:**

**Length of Service in Title:**

**Supervisor:**

Select the appropriate number (rating) and indicate your opinions of how well this employee meets the requirements of the job. This is an inventory of where the employee stands in fulfilling what is expected in the job. Remember to (1) base opinions on the entire period covered, and not upon isolated incidents; (2) be specific-be sure what is written is meaningful and helps describe the individual; and (3) consider each quality separately. Above all, this performance appraisal should be an accurate a portrayal of the individual as possible.

**5 = Outstanding:** Functions at or near highest level of expected performance.

**4 = High:** Functions at a generally high level of expected performance.

**3 = Satisfactory:** Functions at a generally satisfactory level of expected performance.

**2 = Marginal:** Functions at a minimally acceptable level of expected performance. Requires follow-up review in three months to assess.

**1 = Unsatisfactory:** Fails to fulfill function at a minimum level of expected performance. Requires and established date for termination or change in position.

### Section 1: Job Duties

#### Dean of Students, Grades K-12

Report to and meet regularly with division principals.

Enter Notes

Serve as a member of school committees, as appropriate and requested.

Enter Notes

Meet regularly with division staff along with the division principals as requested. Assist in developing, implementing, promoting and enhancing a positive school climate and culture through the Character Education program. Work with Activities Director and Student Council Advisors to develop and coordinate activities to support these areas.

Enter Notes

Work with staff to develop programs- academic, social-emotional and physical, which support the needs of students. To include: Coordination of New Student /Family Orientation Program along with Student Council Advisors. Work with Office Managers to ensure that new families receive a Welcome letter/packet, are added to e-mail lists for Parent Updates and Division Communications. Serve as

Enter Notes

|                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|-----------------------------|
| contact person for questions and assist Parent Volunteer Coordinator in seeking out mentor families to work with new families.                                                                                                                                                                                                                                                                                                              |  |  |  |  |                             |
| Review student progress data and oversee development of support plan to meet student's academic, behavior or social/emotional needs --- as requested by division principals.                                                                                                                                                                                                                                                                |  |  |  |  | <a href="#">Enter Notes</a> |
| Monitor students who are at risk --- report concerns to division principals. Serve as contact person with parents regarding student progress and concerns.                                                                                                                                                                                                                                                                                  |  |  |  |  | <a href="#">Enter Notes</a> |
| Attend IEP meetings as requested by the division principal as an administrative representative along with the division principal.                                                                                                                                                                                                                                                                                                           |  |  |  |  | <a href="#">Enter Notes</a> |
| Implement policy and procedure that maintains a safe, and optimal, learning environment for students and staff.                                                                                                                                                                                                                                                                                                                             |  |  |  |  | <a href="#">Enter Notes</a> |
| Along with division principals support and regularly check-in with students regarding academic, behavioral, and social issues.                                                                                                                                                                                                                                                                                                              |  |  |  |  | <a href="#">Enter Notes</a> |
| Collect and manage student data related to academic progress, attendance and behavior as requested by division principals.                                                                                                                                                                                                                                                                                                                  |  |  |  |  | <a href="#">Enter Notes</a> |
| As requested by division principals, respond to and report on student issues and concerns. Provide behavioral support and intervention to classroom teachers and for the building in general. Conduct meetings with students, staff and parents regarding student behaviors and progress as needed. Assist in maintaining and logging behavior interventions and tracking data on discipline.                                               |  |  |  |  | <a href="#">Enter Notes</a> |
| Coordinate and oversee Peer tutoring, Homework Help, and summer and after school tutoring programs.                                                                                                                                                                                                                                                                                                                                         |  |  |  |  | <a href="#">Enter Notes</a> |
| Coordinate and oversee detention assignment calendar, contact parents and students, and supervise detention                                                                                                                                                                                                                                                                                                                                 |  |  |  |  | <a href="#">Enter Notes</a> |
| Coordinate and oversee dress code violations, contact students and parents and log in student records.                                                                                                                                                                                                                                                                                                                                      |  |  |  |  | <a href="#">Enter Notes</a> |
| Assist division principals to oversee bus conduct reports, contact students and parents and log in student records.                                                                                                                                                                                                                                                                                                                         |  |  |  |  | <a href="#">Enter Notes</a> |
| Assist in the management of student supervision issues. Assist activities director, student council advisors and division principals with development, coordination and supervision of student activities as requested.                                                                                                                                                                                                                     |  |  |  |  | <a href="#">Enter Notes</a> |
| Helps supervise student activities as directed (arrivals/departures, parking lots, lunch periods, detention, school wide assemblies, etc.). Oversees teachers scheduled by divisions for supervision duty and serves as substitute in as needed for staff members. Coordinates with division principals and office managers to ensure that information and calendar events are included in district communications and on website calendar. |  |  |  |  | <a href="#">Enter Notes</a> |
| Keep abreast of current and innovative educational research as related to school mission and goals and share as appropriate.                                                                                                                                                                                                                                                                                                                |  |  |  |  | <a href="#">Enter Notes</a> |
| Perform other related duties as directed.                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |  |  | <a href="#">Enter Notes</a> |

**Subtotal (100 points possible)**

## Section 2: Professional Skills

### Non-Instructional Staff 2: Professional Skills

|                                                                                                                                  |                    |  |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------|--|--|--|--|
| Continues his/her professional growth through readings, workshop and conference participation and staff in-services.             |                    |  |  |  |  |
|                                                                                                                                  | <u>Enter Notes</u> |  |  |  |  |
| Attitude toward job: Constructive, cooperative. Not cynical.                                                                     |                    |  |  |  |  |
|                                                                                                                                  | <u>Enter Notes</u> |  |  |  |  |
| Receptiveness to Criticism: Willingly accepts criticism and is positively motivated to improved performance.                     |                    |  |  |  |  |
|                                                                                                                                  | <u>Enter Notes</u> |  |  |  |  |
| Self-Control: Steady and well-balanced under pressure. Does not transmit tensions of job to others.                              |                    |  |  |  |  |
|                                                                                                                                  | <u>Enter Notes</u> |  |  |  |  |
| Job Knowledge: Extensive knowledge of own job. Eager to learn more.                                                              |                    |  |  |  |  |
|                                                                                                                                  | <u>Enter Notes</u> |  |  |  |  |
| Professional Maturity: Loyalty to organization, positive representation of objectives and goals within the school and community. |                    |  |  |  |  |
|                                                                                                                                  |                    |  |  |  |  |

**Subtotal (30 points possible)**

## Section 3: Personal Traits

### Non-Instructional Staff 3: Personal Traits

|                                                                                                            |                    |  |  |  |  |
|------------------------------------------------------------------------------------------------------------|--------------------|--|--|--|--|
| Creativity: Produces original ideas. Has an inquiring mind. Shows imagination and originality in thinking. |                    |  |  |  |  |
|                                                                                                            | <u>Enter Notes</u> |  |  |  |  |
| Flexibility: Adjusts to changing conditions. Receptive to new ideas and methods.                           |                    |  |  |  |  |
|                                                                                                            | <u>Enter Notes</u> |  |  |  |  |
| Personality: Open and approachable. Affects others in a positive way.                                      |                    |  |  |  |  |
|                                                                                                            | <u>Enter Notes</u> |  |  |  |  |
| Tact and Persuasion: Effective in communicating with supervisor, staff and parents.                        |                    |  |  |  |  |
|                                                                                                            | <u>Enter Notes</u> |  |  |  |  |

**Punctuality: Reports for shift in a timely manner, as well as scheduled meetings.**

**Subtotal (25 points possible)**

Advancement of a placement level on the Licensed Instructional Staff Salary Schedule is contingent upon the following:

- A) Year-End Performance Appraisal with Division Principal or Director: Must earn a minimum score of 75% in each category on the annual year-end performance evaluation.
- B) Completion of Annual Q Comp Requirements
- C) SCPA Administration Recommendation to move placement levels

Section 1: Section 1: Job Duties (75% - 75/100)

Section 2: Section 2: Professional Skills (75% - 22/30)

Section 4: Section 3: Personal Traits (75% - 18/25)

Total of 155 General Performance Appraisal Points Earned: \_\_\_\_\_

Teacher met 75% or more in each category: Yes or No

Acknowledged:

Prepared by:

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_