



st.croixprep

Dean of Students
Peer Reviewer/Admin Coaching Observation Form

Name:

Observer:

Pre-observation Date:

Observation Date;

Post-observation Date:

Pre-Observation Meeting - Standard:

Pre-Observation Meeting - Lesson objective:

Pre-Observation Meeting - Area of focus for observation:

Pre-Observation Meeting

Lesson notes from observer taken during the lesson:

Post-Observation Meeting - Evidence of focus in the lesson:

Post-Observation Meeting - Next Steps (areas to focus on for improvement):

Post-Observation Meeting Final thoughts:

Artifact upload

Section 1: Job Duties

Dean of Students, Grades K-12

	Observed	Not Observed
Report to and meet regularly with division principals.		
Serve as a member of school committees, as appropriate and requested.		
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.		
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 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.		
Monitor students who are at risk --- report concerns to division principals. Serve as contact person with parents regarding student progress and concerns.		
Attend IEP meetings as requested by the division principal as an administrative representative along with the division principal.		
Implement policy and procedure that maintains a safe, and optimal, learning environment for students and staff.		
Along with division principals support and regularly check-in with students regarding academic, behavioral, and social issues.		

Collect and manage student data related to academic progress, attendance and behavior as requested by division principals.		
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.		
Coordinate and oversee Peer tutoring, Homework Help, and summer and after school tutoring programs.		
Coordinate and oversee detention assignment calendar, contact parents and students, and supervise detention		
Coordinate and oversee dress code violations, contact students and parents and log in student records.		
Assist division principals to oversee bus conduct reports, contact students and parents and log in student records.		
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.		
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.		
Keep abreast of current and innovative educational research as related to school mission and goals and share as appropriate.		
Perform other related duties as directed.		

Section 2: Professional Skills

Non-Instructional Staff 2: Professional Skills

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

Section 3: Personal Traits

Non-Instructional Staff 3: Personal Traits

	Observed	Not Observed
Creativity: Produces original ideas. Has an inquiring mind. Shows imagination and originality in thinking.		
Flexibility: Adjusts to changing conditions. Receptive to new ideas and methods.		
Personality: Open and approachable. Affects others in a positive way.		
Tact and Persuasion: Effective in communicating with supervisor, staff and parents.		
Punctuality: Reports for shift in a timely manner, as well as scheduled meetings.		

Overall Comments: