

Extracurricular Advisor Evaluation

School _____

Extracurricular Club _____

School Year _____

Advisor's Name _____

Explanation of Evaluation Codes: *E* = Exceeded Expectations *M* = Met Expectations
I = Room for Improvement *U* = Unacceptable *NA* = Not Applicable

Responsibilities	E	M	I	U	NA
Organizes appropriate extracurricular activities for students in the designated field of study or extracurricular activity area.					
Submits annual budget, maintains complete financial and meeting records.					
Submits expense and payroll vouchers in keeping with M.G.L. and School Committee policies.					
Communicates effectively with students to enhance their extracurricular experiences.					
Maintains appropriate professional relationships with students.					
Selects fund raising activities that are in keeping with School Committee policy and stress creativity, ingenuity, and resourcefulness.					
Provides adult supervision and/or appropriate security for all students at all times.					
Confers with Principal/Dean for pre-approval of all club events and/or activities before announcement of activities to students or parents.					
Ensures that activities of the club or class are pre-approved.					
Completes and submits after-school Use of Facility forms for building clearance.					
Arranges for approved school transportation for all off-campus activities.					
Reports any problems or concerns directly to the principal within 12 hours of observing a hazard or potentially unsafe or troublesome situation.					
Refers students to the principal as needed.					
Maintains appropriate discipline according to the district code of conduct.					
Utilizes school resources to enhance student self-esteem, to build community linkages, and foster a community service attitude.					
Facilitates the development of imagination, creativity, and artistic ability in students.					
Emphasizes personal responsibility and citizenship skills in students.					
Communicates appropriately with parents.					
Selects activities and experiences that complete and/or extend the approved curriculum.					
Submits a final report at the end of the activity, club, or advisorship.					
Performs such other appropriate tasks as may be assigned from time to time.					

I have discussed and reviewed the contents of this evaluation report on _____ . My signature does not necessarily indicate agreement or disagreement with the recommendation contained herein.

Club Advisor _____ Date _____

Principal _____ Date _____