

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 6410 P-7

DIRECTOR OF CURRICULUM AND INSTRUCTION
EVALUATIVE CRITERIA AND EVALUATION FORM

CRITERIA

SCALE

CRITERIA	SCALE
CURRICULUM	
a. Works with principals, subject matter specialists, teachers, and parent or community representatives to improve and/or develop philosophy and goals of the entire school curriculum.	
b. Keeps instructional team current of developments in curriculum and professional development.	
c. Coordinates the efforts of curriculum review committees in the study, evaluation and recommendations for the adoption of new instructional materials, methods and programs.	
d. Provides assistance to principals in curriculum efforts both at the building level and district level.	
e. Works with others in a positive fashion in developing professional development activities as they relate to curriculum development and implementation.	
f. Facilitates the curriculum/staff development council.	
g. Assumes a leadership role in developing curriculum and/or activities to support annual board/administration goals or legislative mandates.	
h. Coordinates the development, revision and dissemination of curriculum standards and expectations, curriculum guides, curriculum bulletins and other curriculum related materials as appropriate.	
i. Chairs the Instructional Materials Committee.	
j. Supervises instructional specialists as specialist areas are defined.	

CRITERIA

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k. Assists in efforts to upgrade, modify and develop technology as related to curriculum development/implementation.	
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l. Communicates with staff about developments in curriculum and professional preparation.	
m. Writes, monitors and revises necessary policies for curriculum, instruction, assessment and professional development.	
n. Directs the district-wide testing programs. 1. Prepares data for public information. 2. Assists in ensuring test results are used to improve instruction.	

PROFESSIONAL DEVELOPMENT	
a. Coordinates professional development activities with appropriate administrators.	
b. Assists principals in staff development activities which address goals unique to building needs and established district-level goals.	
c. Provides support and training for building team leaders.	
d. Provides leadership, coordination and training for Beginning/Mentor Teacher Program.	
e. Assesses staff- and curriculum-related program needs for the purpose of organizing appropriate district professional development programs for certificated and classified staff.	
f. Provides curriculum inservice to support newly adopted curriculum and/or instructional programs.	
g. Assists with the planning of administrative training.	

CRITERIA

SCALE

h. Coordinates optional professional college-credit programs for certificated staff as appropriate.	
i. Assists in the development and coordinates the district clock-hour credit program.	

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PERSONNEL	
a. Assists with the hiring, supervision, and evaluation of certificated and classified staff.	

SCHOOL FINANCE	
a. When practical, utilizes staff members to help establish the budget.	
b. Coordinates, prioritizes and recommends a curriculum/ professional development budget that encompasses all curriculum efforts of the district.	
c. Maintains department spending within established budgetary levels.	
d. Achieves goals in a timely and cost effective manner.	

PROFESSIONAL PREPARATION AND SCHOLARSHIP	
a. Continues professional study and activity.	
b. Uses current knowledge on educational and administrative matters.	

EFFORT TOWARD IMPROVEMENT WHEN NEEDED	
a. Responds positively to suggestions for professional improvement.	
b. Modifies own behavior on the basis of self-appraisal and appraisal of others.	

KEY: 4 - Superior 1 - Unsatisfactory
 3 - Very Good 0 - Don't know or extenuating
 2 - Acceptable circumstances preclude evaluation

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Suggestions for Improvement: _____

Particular Strengths: _____

Evaluator's Signature

Date

I have received and read the above report.

Employee's Signature

Date

Implemented	12-17-91
Revised	02-10-92
Revised	09-11-97