

Snoqualmie Valley School District Advisor Evaluation

Head Coach _____

Date _____

Activity _____

School _____

By meeting the following expectations, coaches will be working to protect themselves and the District from common, activity related, safety and legal liability issues.

S = Satisfactory NI = Needs Improvement U = Unsatisfactory NA= Not Applicable

Educational Environment	S	NI	U	NA
1. The program develops and promotes a positive educational environment free from harassment, intimidation, and hazing.	☐	☐	☐	☐
2. Participants are properly supervised at all times, including, but not limited to locker rooms, classrooms, transportation, and while waiting for a ride home.	☐	☐	☐	☐
3. Staff demonstrates and encourages cooperation, sportsmanship and respect for opponents, officials, and event management.	☐	☐	☐	☐
4. Staff works to build a strong team environment, including maintaining appropriate relationships free from favoritism and discrimination.	☐	☐	☐	☐
5. Equipment and supplies are investigated and safety concerns are brought to the attention of the building administrator.	☐	☐	☐	☐
6. First aid equipment and student emergency information are present at all times.	☐	☐	☐	☐

Teaching	S	NI	U	NA
1. Establishes the fundamental philosophy, skills, and techniques to be taught by staff.	☒	☐	☐	☐
2. All participants are taught fundamental skills in an educational progression.	☐	☐	☐	☐
3. Staff are trained and qualified to carry out specific duties and responsibilities.	☐	☐	☐	☐
4. Leadership skills, good sportsmanship, and team building are taught and encouraged.	☐	☐	☐	☐
5. Staff uses appropriate coaching/teaching techniques, including all participants are praised and/or encouraged for effort and improvement.	☐	☐	☐	☐

School, District, League and State Policies	S	NI	U	NA
1. Understands, supports, and enforces the district Athletic/Activities Code.	☐	☐	☐	☐
2. Follows district, league, and WIAA rules and regulations.	☐	☐	☐	☐
3. Ensures all participants have clearance before participating.	☐	☐	☐	☐
4. Follows all district student eligibility policies and procedures.	☐	☐	☐	☐
5. Uses social media in alignment with school & District policy.	☐	☐	☐	☐

Equipment	S	NI	U	NA
1. Equipment and supplies are regularly checked for safety.	☐	☐	☐	☐
2. Maintains inventory of equipment and supplies, and stores equipment appropriately.	☐	☐	☐	☐

Communication	S	NI	U	NA
1. Informs parents and students of fair and reasonable schedules, attendance policy, safety conduct expectations, lettering policy and program philosophy through pre-approved information packets and/or parent meetings.	☐	☐	☐	☐
2. Staff communicates effectively and respectfully with building administration and support staff including event management, bus drivers, custodians, etc.	☐	☐	☐	☐

Organization/Financial Management	S	NI	U	NA
1. Submits ASB budget proposal for approval.	☐	☐	☐	☐

2. Follows approved procedures for fundraising.				
3. Submits transportation requests in a timely manner.				
4. Holds participants accountable for equipment and supplies, including fines, fees, etc...				
5. Holds a meaningful awards function for participants and their families where appropriate.				
6. Donations from booster clubs, community groups, and individuals are properly documented per district policy.				
7. Follows district purchasing procedures.				

Professional Growth	S	NI	U	NA
1. Staff maintains First Aid/CPR certification where required.				

Activity/Athletic Coordinator Comments (Use additional sheets if necessary).

Goal for next year (any marked NI/U require additional comments in narrative).

Advisor Staff Comments (Use additional sheets if necessary).

Overall rating _____ Satisfactory _____ Unsatisfactory.

Recommendation for rehire _____ Yes _____ No.

Advisor Signature

Athletic/Activity Coordinator Signature

Date

Date