



Corsicana Independent School District

Special Education Instructional Coordinator Appraisal

Name _____ Appraisal period _____

Position _____ Department/campus _____

Appraiser _____ Title _____

Rating scale:	E	Exceeds expectations	Performance exceeds expectations
	S	Satisfactory	Performance meets expectations
	I	Needs improvement	Performance does not meet expectations
	N/A	Not applicable	Performance is not expected

Directions: Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

Instructional and Program Management				
1. Coordinate special education instructional programs and services to meet students' needs.	E	S	I	N/A
2. Ensure that student progress is evaluated on a systematic basis, and that the findings are used to make special education program more effective.	E	S	I	N/A
3. Ensure the use of technology in the teaching-learning process.	E	S	I	N/A
4. Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.	E	S	I	N/A
5. Plan the necessary time, resources, and materials to support instructional staff in accomplishing educational goals.	E	S	I	N/A
6. Manage the special education referral process; arrange for student assessments; make recommendations regarding placement and program management for individual students.	E	S	I	N/A
7. Participate in committee meetings to ensure the appropriate placement and development of individual education plans for students according to district procedures.	E	S	I	N/A
8. Obtain and use evaluative findings (including student achievement data) to gauge special education instructional program effectiveness.	E	S	I	N/A
9. Serve as resource person in the design and equipping of classrooms for students with disabilities.	E	S	I	N/A
10. Coordinate and supervise Extended Year Services Program	E	S	I	N/A



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Student Management				
11. Demonstrate support for the district's student management policies and expected student behavior related to special education program.	E	S	I	N/A
12. Establish and maintain open lines of communication by conducting conferences with parents, students, and teachers concerning vital issues.	E	S	I	N/A
Policy, Reports, and Law				
13. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of special education.	E	S	I	N/A
14. Compile, maintain, and file all physical and computerized reports, records, and other documents required.	E	S	I	N/A
Communication and Community Relations				
15. Participate in professional organizations and serve on community boards.	E	S	I	N/A
16. Articulate the district's mission and goals in the area of special education to the community and solicit its support in realizing the mission.	E	S	I	N/A
17. Use appropriate and effective techniques to encourage community and parent involvement.	E	S	I	N/A
Performance goals				
General comments				
Employee comments				
Overall performance rating (circle one)				
Exceeds expectations		Satisfactory		Needs improvement



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This appraisal has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature

Date

Evaluator signature

Date

Reviewer signature

Date