

## STUDENT SERVICES COORDINATOR GROWTH RUBRIC Evidence Collection Sheet

**NOTE:** Enter the ratings for each standard into the spreadsheet located in your district's SharePoint folder. See PGS Student Services Coordinator Growth Rubric for detail explanation of ratings.

**LEGEND**

- 1** = Rarely or never addresses the standard
- 2** = Occasionally addresses the standard but not at Level 3
- 3** = Addresses the standard fully
- 4** = Meets Level 3 and extends impact of the standard

<b>Coordinator Name</b>	<b>Grade Levels</b>	<b>Time of Day</b>
<b>Date of Pre-Observation Meeting</b>	<b>Date of Observation</b>	<b>Date of Post-Observation Meeting</b>
<b>District &amp; School</b>	<b>Observer Name or Signature</b>	
<b>Informal Observation</b>	<b>Formal Observation</b>	<b>Summative Observation</b>
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1

Standard	Collection of Evidence (Description)	Rating (1-4)
<b>DOMAIN I: PLANNING</b>		
1. Plans, coordinates recruitment and appropriate placement activities to promote retention and completion in Career and Technical Education (CTE) programs.		
2. Service planning that meets the diversity of students' backgrounds and all categories as defined by Perkins' special populations (students' prior knowledge, experience and/or cultural background based on data collected.		

Standard	Collection of Evidence (Description)	Rating (1-4)
<b>DOMAIN II: ASSESSMENT</b>		
3. Collects and organizes data from assessments to plan instruction, provide feedback, and appropriate instructional support, and track and monitor student progress.		
<b>DOMAIN III: INSTRUCTION</b>		
4. Actively engages students in the learning process.		
5. Communicates clearly and effectively.		
<b>DOMAIN IV: LEARNING ENVIRONMENT</b>		
6. Creates an environment conducive to learning.		
<b>DOMAIN V: PROFESSIONAL RESPONSIBILITIES</b>		
7. Engages in continuous professional learning opportunities and applies new information to meet the needs of the students.		
8. Establishes and maintain effective communication with parents/guardians and community stakeholders.		
9. Collaborates with colleagues and is an active member of a professional learning community in the school.		

**STRENGTHS**

**AREAS OF IMPROVEMENT**