

Summary Rating Sheet for Career Development Coordinators (Optional)

This sheet can be used to summarize observation data and to note information about areas needing improvement. It can be completed as part of the Summary Evaluation discussions conducted near the end of the school year. After compiling observation data, the evaluator can use this sheet to summarize ratings. Then the Summary Rating Form can be completed.

Name	Date
School	District
Evaluator	Title

Standard I: Career development coordinators demonstrate leadership, advocacy and collaboration.

Elements	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
a. Career development coordinators demonstrate leadership in the school, district and community.					
b. Career development coordinators enhance their profession.					
c. Career development coordinators advocate for their programs and students.					
d. Career development coordinators demonstrate high ethical standards.					
Overall Rating for Standard I					

Standard II: Career development coordinators promote a respectful environment for a diverse population of students.

Elements	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
a. Career development coordinators foster a school environment in which students have a positive, nurturing relationship with caring adults.					
b. Career development coordinators embrace diversity in the school community and in the world.					
c. Career development coordinators treat students as individuals.					
d. Career development coordinators adapt their services to accommodate diverse student populations.					
e. Career development coordinators work collaboratively with families and significant adults in the lives of students.					
Overall Rating for Standard II					

Standard III: Career development coordinators understand and facilitate the implementation of a comprehensive career development program.

Elements	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
a. Career development coordinators align their programs to support student success in the <i>North Carolina Standard Course of Study</i> .					
b. Career development coordinators understand how their professional knowledge and skills support and enhance student success.					
c. Career development coordinators recognize the interconnectedness of the comprehensive education program and academic content areas/disciplines.					
d. Career development coordinators develop comprehensive career development programs relevant to students.					
Overall Rating for Standard III					

Standard IV: Career development coordinators promote learning for all students.

Elements	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
a. Career development coordinators know how students learn.					
b. Career development coordinators help students develop global employability skills					
c. Career development coordinators use and promote effective listening and communication skills.					
Overall Rating for Standard IV					

Standard V: Career development coordinators actively reflect on their practice.

Elements	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
a. Career development coordinators analyze the impact of the career development program.					
b. Career development coordinators link professional growth to the needs of their school and their program goals.					
c. Career development coordinators function effectively in a complex dynamic environment.					
Overall Rating for Standard V					