

**On or before February 1 of each calendar year, the Director will submit a self-assessment scoring each indicator below AND will include pieces of evidence to support the score.**

Expectation	Possible Evidence Examples	No Progress/ Unsatisfactory	Needs Improvement	Satisfactorily Met	Exceeds Expectations
<b>Leadership</b>					
Director develops, implements, and refines the direction and culture of the co-op.	<ul style="list-style-type: none"> <li>• Staff survey results</li> <li>• Initiatives built collaboratively with co-op Board.</li> </ul>				
Director requires coordinators to develop improvement plans and to objectively base their evaluations on them.	<ul style="list-style-type: none"> <li>• Coordinator evaluations</li> <li>• Coordinator observation schedule and observation notes</li> </ul>				
Director reviews and monitors district-wide personnel issues and performance	<ul style="list-style-type: none"> <li>• Board agenda items/ board memos relating to personnel issues</li> <li>• SMART goals associated with performance objectives</li> </ul>				
<b>Community/ Staff Relations</b>					
Director cooperates with all districts and seeks necessary input when needed	<ul style="list-style-type: none"> <li>• Narratives of instances in which decisions were reached collaboratively with district(s)</li> </ul>				
Director establishes relationships with all necessary stakeholders	<ul style="list-style-type: none"> <li>• Staff survey results</li> </ul>				
Director participates in community life and affairs	<ul style="list-style-type: none"> <li>• List of community organizations a part of, as well as identifying roles in community organizations and meetings attended.</li> </ul>				
Director communicates a vision for the co-op and creates objective goals to determine success	<ul style="list-style-type: none"> <li>• Meeting agendas demonstrating communication of vision</li> </ul>				

	<ul style="list-style-type: none"> <li>• SMART goals to objectively assess vision reality</li> </ul>				
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**Board/ Director Relations**

Director informs/ advises the Board about the program, practices, and problems of the co-op	<ul style="list-style-type: none"> <li>• Board agenda items/ board memos</li> </ul>				
Director offers professional advice to the Board on special education related issues	<ul style="list-style-type: none"> <li>• Board agenda items/ board memos</li> <li>• Information related to financial issues</li> </ul>				
Director prepares and submits to the Board recommendations and meeting agendas in a timely and reasonable manner	<ul style="list-style-type: none"> <li>• Agendas of meetings</li> <li>• Report outlines of legal deadlines being met</li> </ul>				
Director works with the Board in a climate of professionalism and mutual respect	<ul style="list-style-type: none"> <li>• Meeting notes</li> </ul>				

**Management**

Director ensures that the Board is aware of any and all legalities affecting districts	<ul style="list-style-type: none"> <li>• Board agenda items/ board memos</li> </ul>				
Director ensures all financial reports and co-op budget items are done accurately and in a manner to support financial success	<ul style="list-style-type: none"> <li>• Budget update memos</li> <li>• Board communication on financial recommendations</li> </ul>				
Director ensures that the co-op is in complete compliance with federal, states, and local regulations and laws	<ul style="list-style-type: none"> <li>• Board agenda items/ board memos</li> </ul>				

The co-op Board will distribute the following survey on or around February 1 of each calendar year by usage of a Google Survey through each coordinator to all staff members employed. The results will then be distributed to the Board at the February board meeting.

Question Prompt	Lowest				Highest	Not Applicable to my Position
My coordinator is knowledgeable about special education law	1	2	3	4		
My coordinator is a professional and approachable as necessary	1	2	3	4		
My coordinator creates an atmosphere of positivity and mutual respect	1	2	3	4		
My coordinator responds quickly and correctly when the need arises	1	2	3	4		
My coordinator is leading the co-op in the right direction	1	2	3	4		
The <b>director</b> is leading the co-op in the right direction	1	2	3	4		

The co-op Board will distribute the following survey on or around February 1 of each calendar year by usage of a Google Survey. All office staff and coordinators will take this survey. The results will then be distributed to the Board at the February board meeting.

Question Prompt	Lowest				Highest	Not Applicable to my Position
My director is knowledgeable about special education law	1	2	3	4		
My director is a professional and approachable as necessary	1	2	3	4		
My director creates an atmosphere of positivity and mutual respect	1	2	3	4		
My director responds quickly and correctly when the need arises	1	2	3	4		
My director is leading the co-op in the right direction	1	2	3	4		

The Director has the following SMART Goals for required completion

**SMART GOAL** → **INDICATOR** → **MEASURE** → **TARGET**

The Director will use SchoolBoard.net for Executive and Governing Board Meetings.

Usage of schoolboard.net

All board meetings

100% of meetings

**SMART GOAL** → **INDICATOR** → **MEASURE** → **TARGET**

The Director will ensure all member districts make the transition to the new requirements for Federal IDEA revenue.

IDEA revenue grant changes.

Successful implementation of new budget procedures at each district.

By September 30, 2019 the Director will ensure that 100% of the member districts have their IDEA

Funding Grant approved in the State IWAS System.

By June 30, 2020 the Director will ensure that 100% of the member districts are following the proper accounting and billing procedures.

**SMART** → **INDICATOR** → **MEASURE** → **TARGET**  
**GOAL**

The Director will visit each school building in the cooperative a minimum of one time

Visiting each campus

The completion of the task.

By September 1, 2019 the Director will create and send to all member district superintendents a spreadsheet that lists every school building in the cooperative.

By December 20, 2019 the Director will list on the spreadsheet the date(s) that he conducted a visit to a school building in the cooperative during first semester.

HENRY-STARBUCK

# Final Scoring Rubric

The following percentages will constitute the overall evaluative score:

Professional Practice – 70%

Survey Results – 20%

SMART Goal Completion – 10%

## Professional Practice

- Each component will have an individual score representative of a numerical value of 0, .50, 1.25, or 2.
- For Example
  - No Progress/ Unsatisfactory = 0
  - Need Improvement = .50
  - Satisfactorily Met = 1.25
  - Exceeds Expectations = 2
- All component scores will be added up to gather a total between 28 to 0.

## Survey Results – Coordinator Survey

- Each individual question will be answered on a scale of 1 to 4.
- The answers will be combined for each coordinators survey to determine an overall average score of 1 to 4. The range of scores and their assigned overall score are below:
  - 3.1 – 4 = 4
  - 2.1 – 3 = 3
  - 1.1 – 2 = 2
  - 0 – 1 = 1

## Survey Results – Director Survey

- Each individual question will be answered on a scale of 1 to 4.
- The answers will be combined for each coordinators survey to determine an overall average score of 1 to 4. The range of scores and their assigned overall score are below:
  - 3.1 – 4 = 4
  - 2.1 – 3 = 3
  - 1.1 – 2 = 2
  - 0 – 1 = 1

## SMART GOAL Completion

- The completion of the SMART Goal(s) will be determined by either meeting the desired target or not. The range of scores and their assigned overall score are below:
  - Met the Goal = 4
  - Almost met the Goal = 3
  - Partially met the Goal = 2
  - Did not meet the Goal = 1

**Final Evaluation Score**

**Professional Practice Score** \_\_\_\_\_

**Coordinator Survey Score** \_\_\_\_\_

**Director Survey Score** \_\_\_\_\_

**SMART Goal Score** \_\_\_\_\_

**Score Total** \_\_\_\_\_

**Distinguished – 34 -40**

**Proficient – 28 – 33**

**Needs Improvement – 22 – 27**

**Unsatisfactory – 0 – 21**

**Overall Score** \_\_\_\_\_

**Director Signature/ Date** \_\_\_\_\_