

ACTIVITY ADVISOR EVALUATION FORM

The advisor's evaluation will be based on how well s/he scores on each of the responsibilities listed below. Scoring on each item will reflect:

3 - Effective 2 - Needs Improvement 1 - Ineffective NA - Not Applicable to the Student Activity

***Professional Duties and Responsibilities***

- manages all matters relating to the organization and administration of the student group under his/her direction
- abides by all relevant Board policies and administrative guidelines
- cooperates with the principal and advisors of other student activities in the use of School and District facilities and the planning of activities or events in which schedule or facility-use conflicts could occur
- arranges for the proper supervision of the students at all times and places
- prepares and submits in a timely manner a detailed activity budget for review and approval by the Treasurer
- manages the activity in conformance with the approved budget and other financial guidelines described in AG 6610/6611
- submits, by the times requested, complete and accurate financial reports to the Treasurer as well as activity reports to the principal
- enforces rules and regulations concerning conduct pursuant to the Conduct Code

***Advising Performance***

- develops respect by example in appearance, manners, behavior, language, and conduct
- actively solicits and recruits new members
- maintains suitable control of the students while participating in the group's activities and events
- is fair, understanding, tolerant, empathetic, and patient with each student
- is innovative in trying-out and assessing new activities that enhance or reinforce the learning of new ideas, skills, and/or attitudes
- shows an interest in students' academic achievements and other school activities

- \_\_\_ provides leadership and demonstrates attitudes that produce positive efforts by participants
- \_\_\_ models behaviors which reflect the values of a high-quality work ethic, cooperation, fair competition, and civil behavior
- \_\_\_ provides opportunities for all members of the group to participate, consistent with their ability and persistence of effort
- \_\_\_ develops sound public relations by cooperating with newspaper, radio, television, and interested parents and community members
- \_\_\_ works with lower-age group advisors to develop and maintain a coordinated program

**Evaluators Comments** (Use reverse side if necessary)

**Comments by the Advisor** (Use reverse side if necessary)

The advisor's signature indicates only that all phases of the appraisal have been conducted with the full knowledge of the advisor.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

(Circle One:)

SUCCESSFUL

Recommended for continued assignment.

NEEDS IMPROVEMENT

Recommended for reassignment provided an understanding can be reached in areas where improvement is suggested.

UNSATISFACTORY

Not recommended for continued assignment.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date