

Woodridge Local School District

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