**Southington Public Schools**

 **DEPARTMENT OF ATHLETICS**

 **Assistant Coach Formative/Summative Evaluation Report**

**Name: Evaluator:**

**Assignment: Date: School:**

**CODE: P= Proficient NI=Needs Improvement U=Unsatisfactory NA=Not Applicable/Observed**

**KEY DEFINITIONS**

**Proficient (P)** = meets performance expectations

**Needs Improvement (NI)** = performance expectations are met infrequently; further development needed

**Unsatisfactory (U)** = performance expectations are not being met

**Not Applicable/Observed (NA) =** neutral rating, neither positive nor negative

**Meets Performance Standards =** demonstrates competence in most or all criteria with no severe deficiency in any criteria

**Does Not Meet Performance Standards =** lacks competence in numerous criteria or displays severe lack of competence in one or more criteria areas: sport administration, planning & preparation, in-season and post season expectations and/or professional responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Athletic Sport Administration Expectations | P | NI | U | NA |
| Knows and adheres to BOE policy as it applies to the sport |  |  |  |  |
| Knows and adheres to conference and state rules and regulations |  |  |  |  |
| Knows the sport and has the ability to teach it. Stays abreast of current trends and developments |  |  |  |  |
| Understands and respects the chain of command and refers all concerns through proper channels |  |  |  |  |
| Attends local/state/conference/staff/departmental meetings as required |  |  |  |  |
| Follows (within district guidelines) the philosophy (programs), skills and techniques to be taught to athletes |  |  |  |  |
| Builds morale/cooperation and resolves grievances |  |  |  |  |
| Assists Head Coach with scheduling, transportation and special events |  |  |  |  |
| Assists program coordination with maintenance and school employees |  |  |  |  |
| Provides local and state documentation for athletic participation |  |  |  |  |
| Provides safeguards for maintenance/protection of equipment and facility |  |  |  |  |
| Supervises all areas used by student athletes efficiently |  |  |  |  |
| Communicates effectively with Staff/Administration |  |  |  |  |
| Provides training rules and regulations of the sport to each athlete |  |  |  |  |
| Regularly monitors student-athlete’s grades and conduct |  |  |  |  |
| Adheres to all medical and athletic training programs and policies |  |  |  |  |
| Directs student managers and statisticians |  |  |  |  |
| Maintains discipline and follows athletic department/district policies |  |  |  |  |
| Instills in players a knowledge of use/respect for equipment and school property |  |  |  |  |
| **Planning and Preparation Expectations** |
| Develops practice plans including skills to be instructed especially those skills which could lead to serious injuries (i.e. tackling, goaltending, etc.) |  |  |  |  |
| Keeps attendance records for all practice and game sessions |  |  |  |  |
| Updates and distributes equipment inventory |  |  |  |  |
| Promotes sport and recruits athletes |  |  |  |  |
| In-season Expectations |  |  |  |  |
| Uses appropriate teaching/coaching practices  |  |  |  |  |
| Constructs effective game plan utilizing acceptable scouting procedures |  |  |  |  |
| Is fair and unprejudiced with players and maintains good communication |  |  |  |  |
| Promotes sportsmanship throughout the season |  |  |  |  |
| Submits required reports and communicates transportation changes |  |  |  |  |
| Keeps possession of emergency cards and completes injury reports |  |  |  |  |
| Supervises all athletes until the last player leaves campus safely |  |  |  |  |
| Maintains effective public relations with all stakeholders |  |  |  |  |
| Post-season Expectations | P | NI | U | NA |
| Collects, stores and accounts for all equipment inventory |  |  |  |  |
| Updates team records |  |  |  |  |
| Cleans team room/lockers |  |  |  |  |
| Submit equipment/damage obligation report to Head Coach |  |  |  |  |
| Submits all End of Season Reports in a timely manner |  |  |  |  |
| Encourages/implements summer (off-season) activities to enhance program |  |  |  |  |
| Researches and distributes any clinic/camp information for athletes |  |  |  |  |
| **Professional Responsibilities** |
| Reports to all team related events on time and maintains good attendance |  |  |  |  |
| Is a positive role model: displays self-control and ethical behavior, represents school in a positive manner |  |  |  |  |
| Displays enthusiasm for the sport |  |  |  |  |
| Maintains and secures school keys |  |  |  |  |
| Is professional in demeanor and dress |  |  |  |  |
| Works effectively with administrators, colleagues, parents/guardians, students, opponents and the community and responds to their requests |  |  |  |  |

**Overall Performance Ratings: \_\_\_\_\_\_\_ Meets Performance Standards**

 **\_\_\_\_\_\_\_ Improvement of Performance Standards Needed**

 **\_\_\_\_\_\_\_ Does Not Meet Performance Standards**

**Evaluator’s Final Comments and Recommendations:**

### Assistant Coach’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Head Coach’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Athletic Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Coach’s signature indicates that a copy of this evaluation report has been received and has been discussed with the evaluator. It does not necessarily mean that the coach agrees with the evaluation.