

# EAST ALLEN COUNTY SCHOOLS

Extracurricular Evaluation Analysis Report 20\_\_\_\_-20\_\_\_\_

Extracurricular Activity \_\_\_\_\_ School \_\_\_\_\_

Position \_\_\_\_\_ Name \_\_\_\_\_

This evaluation of the extracurricular sponsor is to ensure that the program will continue to grow in a positive manner which will benefit young people.

The evaluation analysis will be completed annually at the conclusion of the activity. The evaluation will be completed by an administrator.

Evaluation Code:     S = Satisfactory  
                          NI = Needs Improvement  
                          U = Unsatisfactory  
                          N = Not Applicable

## I. Management

- S    NI    U    N   1. Works within the established budget.
- S    NI    U    N   2. Maintains proper records and timeliness.
- S    NI    U    N   3. Demonstrates responsibility for the use and care of equipment.
- S    NI    U    N   4. Adheres to related Corporation, school and activity rules, and policies.

## II. Professional Attributes

- S    NI    U    N   1. Demonstrates knowledge of the activity.
- S    NI    U    N   2. Demonstrates competency in teaching skills required in the activity.
- S    NI    U    N   3. Works constructively with the staff, students, and administration.
- S    NI    U    N   4. Coordinates public relations in a positive and constructive manner.
- S    NI    U    N   5. Attempts to stay current with trends in the activity.
- S    NI    U    N   6. Demonstrates proper supervision of students participating in activity.

## III. Personal Qualities

- S    NI    U    N   1. Shows enthusiasm for the activity in carrying out job assignments.
- S    NI    U    N   2. Shows initiative in carrying out job assignments.
- S    NI    U    N   3. Shows acceptable self control in carrying out job assignments.

(over)

IV. Comments

Activity Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_