

**SUMMARY OF EVALUATION OF THE  
SUBJECT COORDINATOR**

**(Confidential)**

**NAME OF TEACHER:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_

**STATUS:** \_\_\_\_\_ **EXPERIENCE:** \_\_\_\_\_ (YRS)

**DEPARTMENT:** \_\_\_\_\_

**NAME OF INTERVIEWER (S):**  
\_\_\_\_\_

**To be completed by the principal or nominee in  
consultation with the Subject Coordinator  
and a nominated member of the Department**

<b>A.</b>	<b>LEADERSHIP AND MANAGEMENT</b>	<b>Comments</b>
1	Shares responsibility for setting tone, implementing school policy	
2	Supports policy on attendance and punctuality for staff and students	
3	Maintains departmental records (produce evidence of such)	
4	Establishes and maintains systems for handling organizational tasks	
5	Encourages in-service and ongoing training for staff	
6	Facilitates school participation in national and community projects	
7.	Prepares and manages the budget for departmental use	

<b>B. CURRICULUM</b>		<b>Comments</b>
1. Facilitates the development, implementation and evaluation of the curriculum and appropriate resources.		
2. Evaluates the appropriateness of the curriculum through tests, exams and other objective measuring criteria.		
3. Assumes responsibility for the revision, modification or adaptation of syllabus to meet the needs of students.		
<b>C. DISCIPLINE</b>		<b>Comments</b>
Supports programmes to improve discipline among students.		
<b>D. PASTORAL CARE</b>		<b>Comments</b>
1. Shows empathy for needs of staff and students		
<b>E. COMMUNICATION</b>		<b>Comments</b>
1. Promptly makes available circulars and other relevant documents to members of the department.		
2. Participates in conferences with staff, parents, Ministry officials and community personnel in accordance with policy		
3. Promotes professionalism and collegiality among teachers.		

**Subject Coordinator Comments**

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**Principal's/Deputy Principal's General Comments**

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**Subject Coordinator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department/Staff Rep Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal's/Nominee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_