Bastrop ISD
Athletic Coach Evaluation Form

Introduction
The Bastrop Independent School District ("District") provides educational opportunities for students through an extensive interscholastic athletic program. Coaches serve the District and student-athletes as educators, role models, and representatives for the District.

The purpose of evaluation is to increase the opportunities for the improvement of professional practice via honest and constructive feedback. Evaluation will be based on standards of performance set by the District.

The purpose of self-assessment is to allow each employee to carefully reflect upon coaching performance and to honestly consider effectiveness in all areas of responsibility. The "expectations" detailed in this document describe optimal or desired performance levels.

Performance Areas
1. Effective and Timely Communication
2. Relationships
3. Organizational Skills Demonstrates
4. Judgment, Professionalism and Ethics
5. Coaching Knowledge
6. Student Safety and Discipline

Data Collection
The campus supervisor will complete the evaluation instrument based on data collected from the following sources:
1. Observations from class periods, practice, and game situations
2. Observations by campus administration and Athletic Director
3. Input from stakeholders, only as appropriate
4. Documentation/verification of progress toward targeted goals established from prior evaluation(s)

Evaluation Procedures
1. Each fall, the Athletic Director will conduct a meeting with coaches to review expectations, distribute appropriate documents, and address questions and/or concerns regarding the athletics program and evaluation process.

2. The coach, the campus athletic coordinator, and the building principal will communicate with each other throughout the season and off-season regarding issues of the coach’s responsibility.

3. After the completion of a season, the Coach will be given an opportunity to complete a self-assessment (same as evaluation form) and submit it to the direct supervisor.

4. The supervisor will complete the evaluation form in light of performance data collected throughout the year/season.

5. The supervisor will meet with each coach to review the evaluation.

6. Signed copies of the evaluation and other appropriate documents will be given to the campus principal. The coaching evaluation will be filed with the Athletic Director by May 1st of each year.
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Assessment Standards: Please use the rating system below of plus, check, minus.

+ Consistently Exceeds Expectations
✓ Meets Expectations
- Inadequate Progress Toward Expectation

EFFECTIVE AND TIMELY COMMUNICATION

Provides positive feedback to athletes on a regular basis
Reports game results to various media in timely fashion
Develops and distributes player handbook informing athletes of participation requirements, and other appropriate information
Conducts pre-season meeting with parents and athletes
Keeps head coach and administrators informed of potential problems
Effectively communicates changes to all publics such as game changes or cancellations
Take proper action to resolve conflicts and handle complaints effectively and in a timely fashion

RELATIONSHIPS

Develops positive relationships with students, parents, and community members
Maintains positive rapport with head or assistant coaches, district officials, parents, media, booster clubs and students
Actively promotes athletics to student body to ensure high program participation
Shows loyalty to district, athletic program, and supervisory personnel
Evidence of commitment and pride shown by athletes in the program
Team members consistently display sportsmanship towards opponents and officials
Supports and promotes all sports within the athletic program

ORGANIZATIONAL SKILLS (Personal and Program)

Consistently accepts, supports, and enforces school/district athletic policies
Maintains office and personal dressing areas
Exhibits fiscal discipline in management of budget and activity accounts
Shows evidence of delegating responsibilities appropriately
Displays time management skills by starting/ending practice on schedule and maximizing practice time through the use of high quality repetitions
Submits district required paperwork on time such as purchase orders, travel requests, entry fees, reimbursements, end of season reports, and inventories
Attends required meetings and arrives on time
Attends professional development opportunities such as coaching school, clinics and rules meetings
Effectively manages all UIL paperwork such as PAPF’s, Eligibility Lists, Physicals, and Waivers
Keeps accurate attendance records

JUDGEMENT, PROFESSIONALISM AND ETHICS

Promotes a positive image of self and program by one’s language and actions
Grooming and dress are appropriate and meet district standards at all times
Exhibits desired personal qualities such as physical vitality and enthusiasm for the job
Gives evidence of flexibility rather than rigidity in thoughts and behavior patterns
Takes responsibility for actions/words and accepts/profits from constructive criticism
Considers overall impact of decisions before implementing and involves others in decisions as appropriate
Always follows the chain of command when dealing with problems or issues
Maintains appropriate demeanor and poise during contest with officials, players, and coaches
Sets professional goals for improvement and shows evidence of progress in self, other coaches, and athletic program
Personal attendance is exemplary
Performs other duties as assigned with a pleasant and enthusiastic attitude
COACHING KNOWLEDGE

- Shows great depth of knowledge regarding district and UIL rules
- Takes care of district equipment, supervises or assists in distribution, collection, and storage of equipment
- Demonstrates adequate knowledge of sport and is a good teacher of technique
- Displays the ability to motivate others and applies basic sports psychology where applicable
- Exhibits leadership in directing/coaching of students/staff and provides opportunities for athletes to develop leadership
- Obtains high achievement levels from students and staff
- Program/team avoid UIL issues by being in compliance in all required areas
- Demonstrates understanding and uses of effective strategies in contests/practices
- Monitors and promotes team academic success and progress
- Provides a variety of approaches/activities for drills and skills
- Identifies and addresses areas for improvement in self, other coaches and athletic program
- Team performance improves throughout the season

STUDENT SAFETY AND DISCIPLINE

- Shows caution by matching athletes of appropriate size and skill level
- Provides adequate water breaks and rest breaks to avoid dehydration and heat related illnesses
- Attends to injured athletes quickly and appropriately, follows recommendations of athletic trainers and physicians, and travels with emergency cards at all times
- Submits athletic physicals and ensures no one practices or plays without all UIL and District required paperwork
- Provides appropriate and timely discipline for misbehavior of athletes under one’s care
- Appropriately supervises athletes in locker rooms, weight rooms, practice areas, and those not actively involved such as injured or ineligible athletes

Identify coaching-related accomplishments for the school year.

Professional goals related to coaching performance:

1

2

Evaluator Comments:

Employee Signature
Date

Supervisor Signature
Date