The Collaborative for Educational Services
LEARNING COACH EVALUATION

PURPOSE: This tool is designed to aid in: clarifying job responsibilities; identifying and reinforcing strengths; identifying and remediating areas for growth.

EMPLOYEE INFORMATION:
Name__________________________________________Job Title__________________________
Name of Program______________________ Location of Program________________________
Period covered_________ to ____________
Date(s) of initial and intermediate meetings________________________
Date of Evaluation Meeting________________________

PLEASE RATE LEARNING COACH PERFORMANCE
FROM 1 TO 4, USING THE FOLLOWING SCALE:

1=Unsatisfactory  2=Needs improvement  3 =Proficient  4 = Exemplary

SPECIFIC RESPONSIBILITIES

1. Motivate students to participate in learning activities; create a positive student culture around online learning and personalized learning and tutoring; maintain high academic and behavioral expectations for all students in accordance with program expectations and related protocols. 1 2 3 4

2. Actively coach students on computer programs to ensure that educational software is used to effectively meet the identified learning needs of the students; perform targeted individual interventions. 1 2 3 4

3. Prepare students to pass HiSet. 1 2 3 4

4. Support students in pursuit of post-secondary success, including preparing for accuplacer (or similar college readiness) exam. 1 2 3 4

5. Support youth education and career plan goal setting, planning, development, and revision, including EYF. 1 2 3 4

6. Support students enrolled in post-secondary courses to maintain success in courses. 1 2 3 4
7. Share student growth data with faculty and students; actively contribute in program based learning teams.

8. Interpret and manage online student data generated by multiple educational software programs.

9. Monitor and ensure appropriate use of computers and educational software by students

10. Provide and/or facilitate student vocational development and career exploration learning opportunities as identified, e.g. EYF curriculum, ServSafe, Edgenuity, OSHA 10, etc

11. Promote youth acquisition of job skills and/or credentials as indicated and maintain appropriate materials for youth portfolio (online/hard copy).

12. Administer and document learning assessments to inform learning and programming

RESPONSIBILITIES PERTAINING TO ALL EMPLOYEES

1. Relationships with students.
2. Working relationships with others. (Parents, LEA, agencies).
3. Working relationships with other staff.
5. Initiative and flexibility.
6. Attendance and punctuality.
7. Meets deadlines.
8. Skills and knowledge necessary for job.
9. Develop and maintain personal professional development plan.
**PERSONAL / PROFESSIONAL GROWTH PLAN**

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**PLAN FOR IMPROVEMENT (to be completed as needed by supervisor)**

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**REVIEWED BY:**

______________________________________________Title_____________________________Date_________

*Employee Signature

______________________________________________Title_____________________________Date_________

Supervisor Signature

*Signature indicates acknowledgement of evaluation, but not necessarily agreement with supervisor’s evaluation.