

# CAREER DEVELOPMENT COORDINATOR PERFORMANCE APPRAISAL INSTRUMENT

CDC Name: \_\_\_\_\_

School: \_\_\_\_\_

## 1.00 MAJOR FUNCTION: CAREER DEVELOPMENT

Rating Scale (Please Check)

- 1.01 Coordinate career development services.
- 1.02 Promote career awareness, exploration, and planning.
- 1.03 Provide career development, occupational, labor market, non-traditional career, and postsecondary information.

Above Standard	At Standard	Below Standard	Unsatisfactory

Comments:

## 2.00 MAJOR FUNCTION: PREPARATORY SERVICES

- 2.01 Assists students with selecting appropriate academic, and CTE courses.
- 2.02 Coordinate career planning activities in classrooms, groups, or individual sessions.
- 2.03 Provide and coordinate administration and interpretation of career assessments.
- 2.04 Provide information on postsecondary education programs and employment opportunities.
- 2.05 Assist students with postsecondary education and employment opportunities.

Above Standard	At Standard	Below Standard	Unsatisfactory

Comments:

**3.00 MAJOR FUNCTION: TRANSITION SERVICES**

- 3.01 Facilitate work-based learning opportunities.
- 3.02 Provide and coordinate activities for students to develop employability skills.
- 3.03 Promote the integration of career research and work-based learning opportunities into CTE and academic courses.
- 3.04 Promote the use of technology for career planning and research.

<b>Above Standard</b>	<b>At Standard</b>	<b>Below Standard</b>	<b>Unsatisfactory</b>

Comments:

**4.00 MAJOR FUNCTION: PARTNERSHIPS**

- 4.01 Facilitate business, education, and community partnerships that provide opportunities for students and support CTE.
- 4.02 Serve as a liaison with the business, industry, education, and military community.
- 4.03 Publicize partnership resources.

<b>Above Standard</b>	<b>At Standard</b>	<b>Below Standard</b>	<b>Unsatisfactory</b>

Comments:

**5.00 MAJOR FUNCTION: PROFESSIONAL DEVELOPMENT**

- 5.01 Participate in professional development activities at the local, regional, state, and national levels.
- 5.02 Engage in professional growth opportunities to remain current with trends, demands, and emerging careers in a rapidly changing workforce.

Above Standard	At Standard	Below Standard	Unsatisfactory

Comments:

Evaluator's Summary Comments:

CDC's Reactions to Evaluation:

\_\_\_\_\_  
Evaluator's signature                      Date

\_\_\_\_\_  
CDC's signature                              Date

**\*Signature indicates that the written evaluation has been seen and discussed.**