

## Coordinator Instructional Time Form SY15-16

Being present is an important professional behavior for all employees of the VIDE. Coordinators play a significant role in district and school leadership, therefore it is important that coordinator is present. School Leadership Time is determined by attendance and tardies in TimeForce and is scored using the rubric in the VIDE Attendance Policy. School Leadership Time contributes 10% of the total summative evaluation score for all coordinators.

The Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following rating scale is applied:

4=Outstanding/ 3=Exceeds Standards/ 2=Satisfactory, 1= Unsatisfactory

The **Director of Curriculum and Instruction** completes the **Instructional Time Form** based on the coordinator's record of attendance and tardiness in TimeForce and submits it **BEFORE** the coordinator's **Final Summative Evaluation** meeting.

### Attendance

1 Unsatisfactory	2 Satisfactory	3 Exceeds Standards	4 Outstanding
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 or more absences	9-12 absences	5-8 absences	0-4 absences

### Tardiness

1 Unsatisfactory	2 Satisfactory	3 Exceeds Standards	4 Outstanding
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 or more tardies	9-12 tardies	5-8 tardies	0-4 tardies

**Total Instructional Time score** is calculated by averaging the attendance and tardiness scores. TalentEd automatically calculates the **Total Instructional Time score** when the form is submitted.

**TOTAL INSTRUCTIONAL TIME SCORE:**

Attachment #1

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Attachment #2

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Attachment #3

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