

POR Annual Review and Interview

Coordinator's Name:

2010 - POR self review

Please rate yourself for each of the following:

5 = always, 4 = usually, 3 = adequately, 2 = occasionally, 1 = poorly, NA = not applicable

YOUR ROLE AS A LEADER

1. Promotes and supports appropriate review of educational programs and practices
2. Has a vision for the faculty / year level / area of responsibility and shows a willingness to share it
3. Demonstrates own commitment to educational self-development, particularly in regard to the area covering my role
4. Have developed a good rapport with the staff I work with and promote collegiality amongst the staff with whom I work
5. Makes an effort to ensure new staff feel welcome
6. Maintains honesty and integrity in personal relationships
7. Is accessible to staff
8. Develop leadership skills in others through appropriate delegation and support
9. Works collaboratively with staff members
10. Can deal with difficult or tricky situations and keep school leaders informed throughout
11. Provides appropriate feedback to others to enhance their effectiveness
12. Listens to and values the opinions of others
13. Is fair and just when dealing with disagreement or conflict
14. Is a good manager of finances and/or resources
15. Completes all administrative tasks as required and by set deadlines
16. Utilise technology in an appropriate and productive capacity
17. Make good use of my time
18. Commit extra time and effort if tasks require it
19. Demonstrate loyalty to the school's ethos and values and to its leaders
20. Models a faith-filled commitment in daily interactions

OVERALL RATING

21. Overall rating of your year as a POR, taking account of enjoyment, professionalism, engaging staff, etc

Have you undertaken all of your OHS&W duties as a Coordinator, as per your PID?

If no, please explain

OHS&W: Is there any OHS&W training you feel you need?

If yes, please detail

Coordinator's Name:

What have been the main achievements of your faculty / year level / area of responsibility?

What could have worked better this year in your faculty / year level / area of responsibility?

2011 Requests

Faculty/Year Level/Area of responsibility - general priorities for next year

Faculty/Year Level/Area of responsibility - Professional Development priorities for next year

Any other comments

Signature: _____ **date:** _____

Principal's notes: