

**San Jose Evergreen Community College District
OBSERVATION FORM FOR COORDINATOR OF Disabled Students Program (DSPS)**

FACULTY MEMBER'S NAME: _____

Evaluator: _____

Date: _____

RATING SCALE:

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

JOB PERFORMANCE:

DSPS Coordinator

	RATING	COMMENTS
1. Is receptive to students, creates effective DSPTS service environment.		
2. Provides leadership and coordinates program effectively.		
3. Helps students define and seek solutions to problems.		
4. Is effective in administering DSPTS program development, budgets, services, external reporting and accountability.		
5. Researches questions brought by students, faculty, and staff or directs students to appropriate sources of information.		
6. Demonstrates knowledge of course offerings, programs, resources for students, general and approved major requirements for graduation and certificates.		
7. Is an advocate for accessibility on campus and in the community.		
8. Demonstrates knowledge of programs, policies and requirements of area colleges and universities.		
9. Demonstrates knowledge of District policies and procedures affecting students.		
10. Demonstrates effective communication with classroom faculty, staff and administrators regarding issues pertaining to students with disabilities.		
11. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, and disabilities.		