**Coordinator Leadership Time**

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 a coordinator is present. Coordinator Leadership Time is determined by attendance in TimeForce and is scored using the rubric in the VIDE Attendance Policy. School Leadership Time accounts for 10% of the total summative evaluation score for all coordinators.

The VIDE Attendance Policy designates the following scale for attendance:

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

The **Director of Curriculum and Instruction completes and submits the Coordinator Leadership Time Form** based on the coordinator’s record of attendance in TimeForce **BEFORE** the coordinator’s **Final Summative Evaluation** meeting.

Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** |
|  |  |  |  |
| 13 or more absences | 9-12 absences | 5-8 absences | 0-4 absences |

**TOTAL LEADERSHIP TIME SCORE:**

Additional comments:

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