

Haysville USD #261
Employee Performance Review
COMMUNITY RELATIONS COORDINATOR

EMPLOYEE INFORMATION

Employee Name _____

Location _____

Job Classification _____

Evaluator Name _____

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Serve as the school district liaison to the news media as directed by the Superintendent for the purpose of keeping the community informed on school related events.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Assist and facilitate partnerships between the schools and local businesses to enhance community/school relations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Understand and articulate overall district operations in order to effectively communicate with the district's constituents.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Assist school personnel in publicizing performances such as theatre productions or other non – athletic events for the purpose of keeping the district and community advised of upcoming events.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Advise principals concerning internal and external communications related to a building crisis or other event for the purpose of keeping buildings informed with the most up to date information.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Plan and promote special events such as ribbon cuttings/grand openings for the purpose of showcasing district accomplishments.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Offer communications and public relations training to district staff for the purpose of enhancing the district image.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

8. Design and coordinate a district-wide program of employee and student recognition for the purpose of praising those who have done well within the district.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

9. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

10. Perform other duties as assigned for the purpose of ensuring an efficient and effective functioning of the work unit.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this performance evaluation.

Administrator's Signature

Date

I have read this evaluation of my performance and discussed it with my evaluator.

Employee's Signature

Date