

Haysville USD #261
Employee Performance Review
Coordinator of Support Services

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. Attend the monthly meetings of our district counselors and provide them with training for all grade levels tied to State Standards designed to prevent the isolation and stigmatization of homeless students.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Organize informational booths in order to provide parents with education and training on their children's educational rights as outlined in the McKinney-Vento Homeless Education Act to be set up at the following district events: One Stop Enrollment, Open House, Haysville Fall Festival, Parent-Teacher Conferences, and Family Dinner Nights.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Conduct training for administrators, counselors, and secretaries in how to identify homeless students in order to increase district – wide awareness of the homeless.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

4. Visit with each student on the list at least once each nine-week grading period, and connect the students with any needed services, provide follow up, and document outcomes. Submit documentation to the district grant writer by the end of each six week period in order to provide quality ongoing services.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Make a presentation to raise staff awareness concerning the rights of homeless students at the August or September staff meeting of every building in the district.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Coordinate transportation for students to and from area shelters etc. to their school of origin so their educational experience will not be interrupted by homelessness.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Help our schools facilitate their Truancy Prevention Programs and Attendance Incentive Programs so homeless students are better served.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

8. Maintain a spreadsheet on homeless students containing the student's name, school, grade, services provided and their outcome, and at what level the student scored on the State Reading and Math assessment so the district can better track their progress.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. Provide Jim Faye Love & Logic evening classes for parents at least once per year to provide effective parenting skills.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

10. Create a website for The Learning Center to increase community/school relations.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

11. 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:

12. Perform other duties as assigned for the purpose of ensuring the 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