

**Haysville USD #261**  
**Employee Performance Review**  
**Mentor 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. Recruit Mentors from a variety of area businesses, organizations, and private citizens to increase community/school relations.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

2. Market mentor recruitment and program development to insure the highest quality of services provided.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

3. Conduct mentor interviews and mentor/mentee training for the purpose of providing the most up to date information on the participants.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

4. Maintain accurate database of mentor contact hours and report data on regular basis to the Coordinator of Support Services in order to provide accurate reports.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

5. Maintain accurate database of mentee attendance, grades, and other required reporting information for the purpose of keeping the most accurate records.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

6. Organize and facilitate monthly mentor/mentee activities at the The Learning Center to make sure that they are utilizing their time together effectively.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

7. Assist with matching all identified homeless students with mentoring activities, or a one on one mentor, to insure that they are being provided the most effective services.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

8. Meet with the building staff and administration on a regular basis so that the district is aware of mentee's progress.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

9. Assist in reporting regularly to the Advisory Council for the purpose of relaying the most current information.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

10. Maintain YouthFriends partnership and attend YouthFriends events to keep up on what the program has to offer.

**Outstanding**                      **Very Good**                      **Satisfactory**                      **Marginal**                      **Unsatisfactory**

**Comments:**

11. Assist with YouthFriends Corps class as needed to make sure that everything is running smoothly.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

12. Maintain regular contact with all mentors either by phone or in person for the purpose of making sure that everyone is on the same page when it comes to the kids in the program.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

13. Attend regional and national trainings, as required to make sure that the most recent information is being utilized.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

14. 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:**

15. 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