

SCHOOL DISTRICT OF GADSDEN COUNTY

PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Participate in planning and developing programs and social services to students and families.
2. Establish short- and long-range plans based on pre-kindergarten student needs, District, state and federal requirements.
3. Plan intervention strategies that are clearly related to identified needs.
4. Provide and follow schedule for assigned schools and inform appropriate people of departures from the schedule.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
----------------------------------	----------------------------	------------------------------	--	--------------------------	-----------------------------

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
----------------	-------------------	-----------	----------------	-------------

PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR (Continued)**2. ADMINISTRATIVE / MANAGEMENT****Category Definitions**

5. Maintain accurate and current file of community agencies and contact persons.
6. Demonstrate organizational skills, establish priorities and plan for contingencies.
7. Develop and maintain a directory of service agencies and specific contracts available to pre-kindergarten students and their families.
8. Prepare and maintain records and referrals.
9. Interpret educational policies, programs and procedures related to pre-kindergarten social services.
10. Coordinate transference of student records from the pre-kindergarten program to individual schools.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. ASSESSMENT / EVALUATION**Category Definitions**

11. Use appropriate evaluation instruments, convey results and recommend interventions.
12. Conduct interviews with students and parents in school and home settings.
13. Gather data from a variety of sources; i.e., students, parents, school personnel, doctors, therapists, law enforcement and community.
14. Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
15. Access student records on a need-to-know basis and protect their confidentiality.
16. Assist in early identification of pre-kindergarten students' school-related problems.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR (Continued)**4. INTERVENTION / DIRECT SERVICES****Category Definitions**

17. Identify and provide appropriate social and health services for pre-kindergarten children and families.
 18. Monitor pre-kindergarten student attendance on a weekly / monthly basis, reporting and coordinating follow-up as needed.
 19. Work with parents and schools to resolve conflicts.
 20. Accompany parents to service agencies when appropriate.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

5. COLLABORATION**Category Definitions**

21. Collaborate with parents and other staff in the implementation of pre-kindergarten programs and services for students.
 22. Apply knowledge of effective consultation procedures in working with parents, students and others.
 23. Work with existing interagency community service group to identify service gaps and to collaboratively facilitate maximum delivery and impact.
 24. Coordinate home visits with appropriate staff.
 25. Collaborate with other pre-kindergarten personnel as scheduled.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR (Continued)**6. STAFF DEVELOPMENT****Category Definitions**

26. Initiate and participate in inservice training and research relevant to position.
 27. Demonstrate professional growth and continuous improvement of professional knowledge and skills.
 28. Inform school personnel how social services may be used in planning and evaluating pre-kindergarten programs for students and procedures for referrals or assistance.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

7. PROFESSIONAL RESPONSIBILITIES**Category Definitions**

29. Establish and maintain continuous professional relationships with community and social agencies.
 30. Serve on panels, committees or boards of community agencies.
 31. Keep appointments and follow up on commitments.
 32. Maintain effective interpersonal relationships and communication with students, parents and staff.
 33. Submit accurate reports in a timely manner and maintain all appropriate records.
 34. Keep abreast of latest research relating to pre-kindergarten student needs.
 35. Perform other duties as assigned.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR (Continued)**8. STUDENT GROWTH / ACHIEVEMENT****Control Dimension**

36. Conduct social services program in a manner which ensures that student growth / achievement is continuous and appropriate for age group and / or student program classification. Indicators may include: case history and follow-up reports, criterion and norm-referenced standardized tests, professional team interaction and analysis reports, documented parent interaction, student discipline records and others as deemed appropriate by the District and / or required by adopted pre-kindergarten curriculum standards.

Ensure that student growth / achievement is continuous and appropriate school wide.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
--------------------------------------	--------------------------------	----------------------------------	--	------------------------------	---------------------------------

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
-----------------------	--------------------------	------------------	-----------------------	--------------------

PRE-KINDERGARTEN FAMILY SERVICES COORDINATOR (Continued)**9. ASSESSMENT AND OTHER SERVICES****Control Dimension**

The use of the adopted performance appraisal system for instructional and other employees.

The accurate and timely filing of all school reports.

The completion of required professional development services.

The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.

Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

A. Behavioral Event
Interview

B. Direct
Documentation

C. Indirect
Documentation

D. Training
Programs
Competency
Acquisition

E. Evaluatee
Provided

F. Confirmed
Observation

Rating Code (circle one)

Unsatisfactory

Needs Improvement

Effective

Very Effective

Outstanding

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ Needs Improvement _____ Effective _____ Very Effective _____ Outstanding _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee

Date

Comments of the Evaluator:

Signature of Evaluator

Date