

**ST. JOHN PARISH SCHOOL SYSTEM
Head Start Nurse Evaluation Form**

Evaluatee: _____

School or Work Site: _____

Evaluator: _____

Position: _____

Evaluation Period: _____

Date of Evaluation: _____

Total Number of Observations: _____

Conferences _____

Directions: Using the rating scale below, evaluate job performance in each task area by marking the column appropriately as indicated in the rating scale below:

Rating Scale: **S** – Satisfactory **NI** – Needs Improvement **U** – Unsatisfactory

<i>Satisfactory</i>	Meets expected levels of performance most of the time.
<i>Needs Improvement</i>	Performance is below that expected by the St. John Parish School Board and deficiencies must be eliminated. Written documentation is required.
<i>Unsatisfactory</i>	Performance is of such a serious nature as to terminate employment if substantial improvement is not shown. Written documentation is required.

PERFORMANCE RESPONSIBILITIES	Rating	Comments
1. Coordinates necessary health and nutrition services among local agencies and Head Start Program		
2. Provides for the development, maintenance, and confidentiality of health records of, including referrals and follow-up reports		
3. Follows up on referrals made to assure delivery of the needed services		
4. Coordinates activities with other Head Start component managers		
5. Assists with transportation of students and parents for services when necessary		
6. Assists in planning of training for parents and staff		
7. Attends parent meetings at each center		
8. Coordinates the planning, operation, and evaluation of the health component of the program		
9. Provides for follow-up of those children with identified medical needs		
10. Informs parents of resources available in the community		
11. Attends required workshops/seminars relevant to job responsibility		
12. Make home visits on the East and West banks as needed		
13. Attend IEP meetings to address health concerns as needed		
14. Obtain contracts from professionals providing services		
15. Maintain rapport with professionals providing services		
16. Provide required information to Pupil Appraisal on a timely basis with parental consent		
17. Coordinates and attend the Health Services Advisory Committee meetings		
18. Assist with the coordination of and attend the Policy Council meetings		
19. Follows the rules and regulations of the St. John parish School Board		
20. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made		
21. Attends work regularly and punctually		
22. Works cooperatively in sharing knowledge, expertise, and skills with others		
23. Displays proper respect for superiors		
24. Observes professional lines of communication at all times with individuals inside and outside the school system		
25. Maintains the confidentiality of school and student records		
26. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the district's Personnel Evaluation criteria		
27. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty, and respects the rights of others		

Rating Scale: S – Satisfactory NI – Needs Improvement U – Unsatisfactory

PERFORMANCE RESPONSIBILITIES	Rating	Comments
28. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnics slurs when dealing with others		
29. Accepts other duties as may be assigned which are related to the scope of the job		

The evaluatee is recommended for continued employment: Yes_____ No_____

REMARKS: _____

Evaluator: _____ Date: _____

The signature below indicates the evaluatee has seen and been provided with a copy of the evaluation. It does not indicate either agreement or disagreement with the results of the evaluation.

Evaluatee: _____ Date: _____