

**ST. JOHN PARISH SCHOOL SYSTEM
Head Start Parent Involvement Coordinator**

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. Develops comprehensive plan for the parent involvement component in cooperation with parents and other staff		
2. Organizes orientation for parents and regular group meetings		
3. Facilitates the formation of the center committee and orients parents to their roles and functions; trains parent representatives for participation in policy committee and council; trains parents for civic activities		
4. Assist parents in assessing their needs and developing program and activities to meet them using staff and community resources		
5. Works with staff in involving parents in education components in conformance with performance standards and educate them to parents' roles and needs		
6. Collects and analyzes information which documents parent involvement in the program; maintains records of parent participation		
7. Develops procedures and assists staff and parents in evaluating involvement in the program		
8. Coordinates activities with other Head Start component managers		
9. Represents the Head Start program to other agencies in the community		
10. Assists parents with successfully handling the transition of students form Head Start into the regular school program		
11. Monitors parents' involvement even after their children exit the Head Start program		
12. Attends required meetings and workshops relevant to job responsibility		
13. Works with home visitor in providing training for parents		
14. Coordinates the activities with other Head Start component managers		
15. Follows the rules and regulations of St. John Parish School Board		
16. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made		
17. Attends work regularly and arrives punctually		
18. Works cooperatively in sharing knowledge, expertise, and skills with others		
19. Displays proper respect for superiors		
20. Observes professional lines of communication at all times with individuals inside and outside the school system		
21. Maintains the confidentiality of school and student records		
22. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the districts' Personnel Evaluation criteria		
23. 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
24. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others		
25. 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: _____