

**ST. JOHN PARISH SCHOOL SYSTEM
Head Start Social Services 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. Assists with recruitment in seeking children from the most disadvantaged homes		
2. Secures referrals of eligible children from local welfare office, health units, and other social agencies		
3. Coordinates necessary services among local agencies and Head Start program		
4. Makes contacts door-to-door in poverty areas of the communities to announce available services		
5. Furnishes information to families about available community services and how to use them		
6. Follows up on referrals made to assure delivery of the needed services		
7. Monitors student attendance on a regular basis and follows up on students with excessive absences		
8. Identifies social service needs of Head Start families and works with community agencies to get these needs met		
9. Provides for the development, maintenance, and confidentiality of records of up-to-date, pertinent family data, including completed enrollment forms, referral and follow-up reports, reports of contacts with other agencies and reports of contacts with families		
10. Attends required meetings and workshops relevant to job responsibility		
11. Assists Parent Involvement Coordinator with providing appropriate training for volunteers		
12. Plans and implements the volunteer effort		
13. Assists Parent Involvement Coordinator with providing appropriate training for volunteers		
14. Coordinates activities with other Head Start component managers		
15. Transports parents for training when necessary		
16. Attends advisory council meetings		
17. Accompanies classes on field trips as required		
18. Follows the rules and regulations of the St. John Parish School Board		
19. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made		
20. Attends work regularly and arrives punctually		
21. Work cooperatively in sharing knowledge, expertise, and skills with others		
22. Displays proper respect for superiors		

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

PERFORMANCE RESPONSIBILITIES	Rating	Comments
23. Observes professional lines of communication at all times with individuals inside and outside the school system		
24. Maintains the confidentiality of school and student records		
25. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the district's Personnel Evaluation criteria		
26. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the right of others		
27. 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		
28. 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: _____