

**HEALTH SERVICES COORDINATOR  
Summative Appraisal Form**

Name \_\_\_\_\_ Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_ Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS**

**Health Services Management**

- \_\_\_\_\_ 1. Determines the goals, objectives and priorities of the SFDRCSISD Health Services Program in conjunction with nurses and other district staff, and within the goals and strategic plan established by the District.
- \_\_\_\_\_ 2. Identifies, analyzes and applies current nursing and medical research findings to plan and provide health care delivery for all students; and evaluates and improves school health practices based on findings.
- \_\_\_\_\_ 3. Develops programs and recommends policies related to health and safety. Provides expert advice to district administration and other departments regarding policies, procedures, nursing, and healthcare standards on matters impacting student, staff, and the community.
- \_\_\_\_\_ 4. Collaborates with district level administration to integrate and implement health policies and practices with priorities of the district.
- \_\_\_\_\_ 5. Manages the delivery of all campus health services and ensures consistent implementation of school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured.
- \_\_\_\_\_ 6. Coordinates activities of the health services program with outside agencies and members of medical and health care community to ensure that students have access to adequate health care services. Represents the district in collaborative community programs related to student health.
- \_\_\_\_\_ 7. Serves as permanent member of district's school health advisory committee. Participates in the development of health education curriculum and contribute to other committees related to health and safety issues of students and staff.

- \_\_\_\_\_ 8. Coordinates department and district staff development, orientation, training, and certification as related to health needs of students.
- \_\_\_\_\_ 9. May perform duties of school nurse at assigned campus.

**COMMENTS:** \_\_\_\_\_

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**Administration**

- \_\_\_\_\_ 10. Develops and administers health services budget based on documented needs and ensures that operations are cost effective and funds are managed wisely.
- \_\_\_\_\_ 11. Ensures that all campuses have needed healthcare supplies and resources and recommends purchase, replacement, and repair of equipment when needed.
- \_\_\_\_\_ 12. Compiles, maintains, and files all reports, records, and other documents required, including accurate, updated records of health information for all students.
- \_\_\_\_\_ 13. Implements and complies with policies established by federal and state law, Texas Department of Health rule, State Board of Education rule, and board policy.
- \_\_\_\_\_ 14. Follows district safety protocols and emergency procedures.

**COMMENTS:** \_\_\_\_\_

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**Personnel**

- \_\_\_\_\_ 15. Works cooperatively with principals to recruit, interview, select, train, supervise, and evaluate all health services personnel and makes recommendations about assignment, retention, discipline, and dismissal.
- \_\_\_\_\_ 16. Prepares, reviews, and revises department job descriptions.
- \_\_\_\_\_ 17. Shares responsibility with principals to evaluate performance of school health services personnel to ensure effectiveness and develops training options and improvement plans to ensure exemplary operation in the health services area.
- \_\_\_\_\_ 18. Plans and conducts professional development, orientation, training, and certification programs for nurses and nurse assistants.

**COMMENTS:** \_\_\_\_\_

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**Other**

- \_\_\_\_\_ 19. Performs other duties assigned by supervisor.
- \_\_\_\_\_ 20. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_

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**Supervisory Responsibilities**

\_\_\_\_ 21. Supervises, evaluates, and recommends the hiring and firing of school nurses and nurse aides at campuses throughout the district.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?  
\_\_\_\_\_  
\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?  
\_\_\_\_\_  
\_\_\_\_\_

Summative Conference Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

- \_\_\_\_ Renewal and/or Extension of Assignment
- \_\_\_\_ Non-renewal of Assignment
- \_\_\_\_ Termination of Assignment
- \_\_\_\_ Non-extension of Assignment

_____ Administrator (Print Name)	_____ Date
_____ Administrator's (Signature)	_____ Date
_____ Employee's Signature	_____ Date