

**COORDINATOR, HEAD START
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

Head Start and Pre-K Responsibilities

- ____ 1. Implements policies and procedures of the Head Start program to ensure program compliance and grant requirements.
- ____ 2. Maintains various records, schedules, files (payroll and financial) for the purposes of documenting and providing reliable information for grant applications.
- ____ 3. Works with teachers to develop and support their individual development plan including Practice Based Coaching in Head Start and related fields.
- ____ 4. Attends parent meetings, Policy Council, and board of directors meetings as needed and requested.
- ____ 5. Monitors and works closely with Family Service Coordinator on Family Engagement Curriculum Plan including School Readiness parent trainings, community engagement and Fatherhood Program.
- ____ 6. Makes administrative decisions in the absence of the Center Director as necessary and available.

COMMENTS: _____

Fiscal Responsibilities

- ____ 7. Oversees and directs the program's fiscal operations, including all program liabilities and submission of all financially related reports.
- ____ 8. Confers with the Director and other program coordinators on matters concerning internal control, budgets, and property control.
- ____ 9. Executes accounting operations.
- ____ 10. Assists in the preparation of budgets and grant applications, including, but not limited to preparation of budget line item spreadsheets, at the request of the Director.
- ____ 11. Confers with the Director and other involved administrative staff in the preparation of financial and activity reports and budgets, including, but not limited to reports to funding sources, the Board of Directors, and the Parent Policy Committee.
- ____ 12. Serves as a liaison with all funding sources and independent auditors to ensure compliance with funding source rules and regulations, compliance with applicable laws, and to maintain appropriate program cash flow.
- ____ 13. Assists the Director in budget management and control.
- ____ 14. Maintains, compiles, and collates all fiscal, budgetary and monetary data relevant to audits and expenditures prepared monthly.
- ____ 15. Prepares general journal entries and maintains a posted general ledger.
- ____ 16. Maintains accurate budget records.
- ____ 17. In conjunction with the Director, monitors consistency between contract budget and actual expenditures.
- ____ 18. Calculates and monitors Administrative Cost to ensure compliance.
- ____ 19. Calculates and monitors the program's non-federal share.
- ____ 20. Maintains the program's ledger analysis and conducts trial balances.
- ____ 21. Participates in the annual program self-assessment and community assessment.
- ____ 22. Compiles information needed for USDA/CACFP reimbursement and maintains documentation.
- ____ 23. Maintains documentation of all contracts.
- ____ 24. Prepares annual campus budgets for all programs.
- ____ 25. Prepares annual public report.

COMMENTS: _____

Instructional Management/Practice Based Coaching

- ____ 26. Collaborates with Practice Based Coaches to provide additional staff development and classroom support for all new and struggling teachers.
- ____ 27. Serves as chair and ensures that all appropriate committees are effectively in place. (ARD, LPAC, 504, etc.).
- ____ 28. Ensures the effective development and implementation of the campus improvement plan by appropriately utilizing the PDM Team, campus staff, and central office staff.

- ____ 29. Ensures that the Campus Improvement Plan is aligned with the District Improvement Plan and that district-wide instructional initiatives are effectively implemented.

COMMENTS: _____

School/Organizational Improvement

- ____ 30. Participates in development of campus improvement plans with staff, parents, and community members.
- ____ 31. Helps principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.
- ____ 32. Assists with building a common vision for school improvement.
- ____ 33. Develops and effectively utilizes a standard organizational and operational procedures handbook to facilitate communication and state expectations for individual and staff responsibilities.

COMMENTS: _____

Personnel Management

- ____ 34. Assists principal in interviewing, selecting, and orienting new teachers.
- ____ 35. Works with campus principal and Planning Decision Making committee to plan professional development activities.

COMMENTS: _____

Administration and Facilities Management

- ____ 36. Helps plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
- ____ 37. Supervises reporting and monitoring of student attendance and works with attendance clerk on follow-up investigations.
- ____ 38. Works with department heads and faculty to compile annual budget requests based on documented program needs.
- ____ 39. Requisitions supplies, textbooks, and equipment; check inventory; maintains records; and verifies receipts for materials.
- ____ 40. Conducts safety inspections and safety-drill practice activities.
- ____ 41. Coordinates transportation, custodial, cafeteria, and other support services.
- ____ 42. Complies with federal and state laws, State Board of Education rule, and board policy.
- ____ 43. Disseminates and maintains accurate textbook records.
- ____ 44. Adheres to all district policies related to fiscal responsibilities.

- ____ 45. Ensures that students are adequately supervised during non-instructional periods.
- ____ 46. Helps to develop a student discipline management system that results in positive student behavior in accordance with Student Code of Conduct and student handbook.
- ____ 47. Ensures that school rules are uniformly observed and that student discipline is appropriate and equitable.
- ____ 48. Conducts conferences on student and school issues with parents, students, and teachers.
- ____ 49. Provides staff development training, as appropriate for faculty to develop or enhance their skills in discipline management.
- ____ 50. Maintains and submits discipline records as required by the district and state.

COMMENTS: _____

Professional Growth and Development

- ____ 51. Participates in professional development to improve skills related to job assignment.
- ____ 52. Establishes annual goals for professional growth and development. In order to accomplish stated goals, incorporates district training and other resources such as various professional association, Education Service Centers, etc.

COMMENTS: _____

School/Community Relations

- ____ 53. Articulates the school's mission to community and solicits its support in realizing mission.
- ____ 54. Articulates the school district's vision to community and solicits its support in realizing mission.
- ____ 55. Demonstrates awareness of school-community needs and initiates activities to meet those needs.
- ____ 56. Uses appropriate and effective techniques to encourage community and parent involvement.
- ____ 57. Works closely with Family and Community Engagement including parental curriculum and presentations.
- ____ 58. Supervises ERSEA (eligibility, recruitment, selection, enrollment, attendance) process.
- ____ 59. Maintains confidentiality of information.
- ____ 60. Performs other duties as assigned by the Principal.

COMMENTS: _____
