

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. Determine 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. Identify, analyze and apply current nursing and medical research findings to plan and provide health care delivery for all students; and evaluate and improve school health practices based on findings.
- _____ 3. Develop programs and recommend policies related to health and safety. Provide expert advice to district administration and other departments regarding policies, procedures, nursing, and healthcare standards on matters impacting student, staff, and the community.
- _____ 4. Collaborate with district level administration to integrate and implement health policies and practices with priorities of the district.
- _____ 5. Manage the delivery of all campus health services and ensure consistent implementation of school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured.
- _____ 6. Coordinate 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. Represent the district in collaborative community programs related to student health.

- _____ 7. Serve as permanent member of district’s school health advisory committee. Participate in the development of health education curriculum and contribute to other committees related to health and safety issues of students and staff.
- _____ 8. Coordinate 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: _____

Administration

- _____ 10. Develop and administer health services budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
- _____ 11. Ensure that all campuses have needed healthcare supplies and resources and recommend purchase, replacement, and repair of equipment when needed.
- _____ 12. Compile, maintain, and file all reports, records, and other documents required, including accurate, updated records of health information for all students.
- _____ 13. Implement and comply with policies established by federal and state law, Texas Department of Health rule, State Board of Education rule, and board policy.
- _____ 14. Follow district safety protocols and emergency procedures.

COMMENTS: _____

Personnel

- _____ 15. Work cooperatively with principals to recruit, interview, select, train, supervise, and evaluate all health services personnel and make recommendations about assignment, retention, discipline, and dismissal.
- _____ 16. Prepare, review, and revise department job descriptions.
- _____ 17. Share responsibility with principals to evaluate performance of school health services personnel to ensure effectiveness and develop training options and improvement plans to ensure exemplary operation in the health services area.
- _____ 18. Plan and conduct professional development, orientation, training, and certification programs for nurses and nurse assistants.

COMMENTS: _____

Other

____ 19. Perform other duties assigned by supervisor.

____ 20. Maintain confidentiality of information.

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