

Name _____

Evaluation period _____

Position _____

Department/campus _____

Evaluator _____

Title _____

- Rating scale:**
- | | | |
|----------|-----------------------|--|
| O | Outstanding | Performance significantly exceeds expectations |
| E | Exceeds expectations | Performance exceeds expectations |
| M | Meets expectations | Performance meets expectations |
| I | Improvement indicated | Performance is below expectations |
| U | Unsatisfactory | Performance does not meet expectations |

Directions: Use the following descriptors to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (O) outstanding, (I) improvement indicated, or (U) unsatisfactory.

Rating	General responsibilities and skills
_____	<p>Performance area: School and community relations</p> <ul style="list-style-type: none"> • Participates in school and community activities • Works cooperatively with others • Demonstrates knowledge of district policies and procedures • Participates in meetings, training, and special events • Follows appropriate lines of authority • Adheres to state, district, and campus policies, regulations, and procedures <p>Comments:</p>
_____	<p>Performance area: Planning and organization</p> <ul style="list-style-type: none"> • Sets goals with supervisor • Completes tasks in a timely and accurate manner • Keeps records organized, up-to-date, and accurate • Disseminates information on a timely and periodic basis <p>Comments:</p>



_____	<p>Performance area: Communication</p> <ul style="list-style-type: none"> • Communicates in a clear, effective, and informative manner • Writes and speaks in an understandable and organized manner • Communicates role and program related to the district’s mission and goals • Promotes positive interactions with the community <p>Comments:</p>
_____	<p>Performance area: Job knowledge and skills</p> <ul style="list-style-type: none"> • Demonstrates knowledge of job requirements • Bases recommendations and decisions on data, knowledge, and experience • Provides leadership and direction for improvement in areas of responsibility • Evaluates and analyzes results to determine effectiveness • Uses innovations and current developments in areas of responsibility • Keeps informed of local, state and national programs, organizations/agencies that promote the involvement of parents. <p>Comments:</p>
_____	<p>Performance area: Professional growth and development</p> <ul style="list-style-type: none"> • Participates in self-evaluation • Cooperatively sets goals that reflect feedback from evaluation process • Seeks self-improvement ideas <p>Comments:</p>
Specialized responsibilities and skills	
_____	<p>Performance area: Effectively plans, develops, and implements the Family Engagement Program to meet identified needs</p> <ul style="list-style-type: none"> • Conducts needs assessments to determine types of family activities to be offered. • Works closely with each site coordinator to develop a Logic Model that addresses family engagement needs. • Coordinates and helps facilitate Family Engagement Program services in each 21st Century Community Learning Center. <p>Comments:</p>

_____	<p>Performance area: Effectively communicates the mission and goals of the Family Engagemet Program to students, parents, community members, and staff.</p> <ul style="list-style-type: none"> • Develops and distributes marketing materials that promotes ACE Family Engagement activities. • Connects families to community resources from which they will benefit • Works closely with each site coordinator and campus principal to plan and develop effective family engagement activities. • Develop and maintain effective communication between schools, families, and service providers <p>Comments:</p>
_____	<p>Performance area: Demonstrates proficiency in the implementation of the Family Engagement Program and provides services to school community</p> <ul style="list-style-type: none"> • Recruit and train Community Based organizations that provide Family Engagement activities to provide services to students and families following 21st CCLC guidelines, program goals and objectives, and State and District academic standards and initiatives • Works closely with at-risk students to ensure they receive continued support for their educational goals. <p>Comments:</p>
_____	<p>Performance area: Works well with community members and represents the District at program events.</p> <ul style="list-style-type: none"> • Attends all School and Community Alliance meetings and informs members of ACE Santa Maria ISD activities • Attend and represent ACE Santa Maria ISD at district and community events <p>Comments:</p>
_____	<p>Performance area:</p>
Performance goals	
General comments	

Employee comments	
Overall performance rating (check one)	
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Exceeds Expectations
<input type="checkbox"/> Improvement Indicated	<input type="checkbox"/> Meets Expectations
	<input type="checkbox"/> Unsatisfactory
This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.	
_____ Employee signature	_____ Date
	_____ Evaluator signature
	_____ Reviewer signature
	_____ Date