

SCHOOL DISTRICT OF GADSDEN COUNTY

PRE-KINDERGARTEN PARENT COORDINATOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Oversee the development and maintenance of a master calendar for all pre-kindergarten parenting activities.
2. Establish goals and objectives for parent training programs and projects related to the District's pre-kindergarten instructional program.
3. Plan and develop a program of experiences and activities which support and enhance the parent's role in their child's education and development.
4. Establish short- and long-range plans based on pre-kindergarten parent and student needs, and District, state and federal requirements

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

PRE-KINDERGARTEN PARENT COORDINATOR (Continued)

2. ADMINISTRATIVE / MANAGEMENT

Category Definitions

- 5. Manage the process of budgeting for resources to meet identified pre-kindergarten parent training needs and plans.
- 6. Oversee the recruitment, training and scheduling of parent volunteers.
- 7. Assist in the development of policies for pre-kindergarten parent involvement.
- 8. Assist pre-kindergarten staff in keeping up-to-date and well-informed about issues and changes in laws and regulations relating to parent’s rights and responsibilities.
- 9. Implement, monitor and evaluate the parent education / involvement component of the pre-kindergarten program.

Source Code (circle choices)

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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. ASSESSMENT / EVALUATION

Category Definitions

- 10. Establish and implement procedures to periodically evaluate parent involvement activities and to make modifications as appropriate.
- 11. Assist in conducting periodic assessment of training needs for pre-kindergarten administrative, instructional, non-instructional and support personnel throughout the District to ensure the implementation of a comprehensive well-integrated plan for parent involvement that crosses all service areas.
- 12. Access student records on a need-to-know basis and protect their confidentiality.

Source Code (circle choices)

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PRE-KINDERGARTEN PARENT COORDINATOR (Continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

- 13. Provide assistance to schools and departments in designing, scheduling and delivering appropriate pre-kindergarten parent involvement activities.
- 14. Increase participation of parents in school conferences through home visits, telephone contacts, written correspondence and / or other means.
- 15. Serve as a resource person to parents providing them with information, activities and training to enhance their self-development.
- 16. Select, preview, evaluate and disseminate recent and relevant professional and educational materials.
- 17. Serve as a liaison between the school and parents to interpret school procedures and policies to parents and to explain family circumstances to school personnel.

Source Code (circle choices)

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5. COLLABORATION

Category Definitions

- 18. Participate in planning and implementing pre-kindergarten curriculum initiatives to assure parent involvement program support.
- 19. Collaborate with other pre-kindergarten personnel as scheduled.
- 20. Collaborate with other departments, divisions, schools and agencies to ensure that parents understand decisions, procedures and meetings that affect their children.
- 21. Keep other agency staff apprised of parent issues and assist staff in designing and implementing a comprehensive well-integrated plan for parent involvement that crosses all service areas.

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PRE-KINDERGARTEN PARENT COORDINATOR (Continued)

6. STAFF DEVELOPMENT

Category Definitions

- 22. Assist parents with the development of appropriate instructional learning activities that will enhance their role in their child's education and development.
- 23. Promote and support professional development for self and others.
- 24. Provide instructional staff training in how parent involvement activities augment curriculum, child growth and development, student assessment and other related areas.

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Rating Code (circle one)

- Unsatisfactory
- Needs Improvement
- Effective
- Very Effective
- Outstanding

7. PROFESSIONAL RESPONSIBILITIES

Category Definitions

- 25. Use effective communication strategies to interact with a variety of audiences.
- 26. Set high standards and expectations for self and others.
- 27. Submit accurate reports in a timely manner and maintain all appropriate records.
- 28. Keep abreast of latest research relating to pre-kindergarten parent and student needs.
- 29. Perform other duties as assigned.

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PRE-KINDERGARTEN PARENT COORDINATOR (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

30. Implement pre-kindergarten parent involvement / training programs in a manner which ensures that student growth / achievement is continuous and appropriate for age group and / or student program classification.

Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made tests, criterion and norm-referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the district and / or required by adopted curriculum standards.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

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PRE-KINDERGARTEN PARENT COORDINATOR (Continued)

9. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.

The accurate and timely filing of all school reports.

The completion of required professional development services.

The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.

Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

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F. Confirmed Observation

Rating Code (circle one)

Unsatisfactory

Needs Improvement

Effective

Very Effective

Outstanding

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ **Needs Improvement** _____ **Effective** _____ **Very Effective** _____ **Outstanding** _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes ____ No ____

Signature of Evaluatee **Date**

Comments of the Evaluator:

Signature of Evaluator **Date**