

SCHOOL DISTRICT OF GADSDEN COUNTY

**PRE-KINDERGARTEN HEALTH SERVICES COORDINATOR**

PERFORMANCE APPRAISAL

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. PLANNING / PREPARATION**

**Category Definitions**

1. Participate in planning and developing programs and health services to students and families.
2. Establish short- and long-range plans based on pre-kindergarten student health needs, District, state and federal requirements.
3. Plan intervention strategies that are clearly related to identified needs.
4. Provide and follow schedule for assigned schools and inform appropriate people of departures from the schedule.

**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 HEALTH SERVICES COORDINATOR (Continued)**

**2. ADMINISTRATIVE / MANAGEMENT**

**Category Definitions**

5. Maintain accurate and current file of community agencies and contact persons.
6. Demonstrate organizational skills, establish priorities and plan for contingencies.
7. Develop and maintain a directory of health care agencies and specific contracts available to pre-kindergarten students and their families.
8. Prepare and maintain records and referrals.
9. Interpret educational policies, programs and procedures related to pre-kindergarten health services.
10. Serve as a liaison between the School District and the coordinators of all District pre-kindergarten programs to ensure that all eligible children are referred to appropriate District pre-kindergarten programs.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

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

**3. ASSESSMENT / EVALUATION**

**Category Definitions**

11. Use appropriate evaluation instruments, convey results and recommend interventions.
12. Conduct interviews with students and parents in school and home settings.
13. Gather data from a variety of sources; i.e., students, parents, school personnel, local health care and mental health providers and community.
14. Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
15. Access student records on a need-to-know basis and protect their confidentiality.
16. Assist in early identification of pre-kindergarten students' school-related problems.

**Source Code** (circle choices)

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**PRE-KINDERGARTEN HEALTH SERVICES COORDINATOR (Continued)**

**4. INTERVENTION / DIRECT SERVICES**

**Category Definitions**

- 17. Identify and provide appropriate health services for pre-kindergarten children and families.
- 18. Work with parents and schools to resolve conflicts.
- 19. Accompany parents to service agencies when appropriate.
- 20. Supervise the preparation and implementation of health related grants.
- 21. Coordinate the provision of health services in the schools with the county public health agency.

**Source Code** (circle choices)

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**5. COLLABORATION**

**Category Definitions**

- 22. Collaborate with parents and other staff in the implementation of pre-kindergarten programs and services for students.
- 23. Apply knowledge of effective consultation procedures in working with parents, students and others.
- 24. Work with existing interagency community service groups to identify service gaps and to collaboratively facilitate maximum delivery and impact.
- 25. Coordinate home visits with appropriate staff.
- 26. Collaborate with other pre-kindergarten personnel as scheduled.
- 27. Serve as District-level contact for principals and teachers regarding students with health problems and communicable disease.

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**PRE-KINDERGARTEN HEALTH SERVICES COORDINATOR (Continued)**

**6. STAFF DEVELOPMENT**

**Category Definitions**

- 28. Initiate and participate in inservice training and research relevant to position.
- 29. Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- 30. Inform school personnel how health services may be used in planning and evaluating pre-kindergarten programs for students and procedures for referrals or assistance.

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**7. PROFESSIONAL RESPONSIBILITIES**

**Category Definitions**

- 31. Establish and maintain continuous professional relationships with community and health / mental health agencies.
- 32. Serve on panels, committees or boards of community agencies.
- 33. Keep appointments and follow up on commitments.
- 34. Maintain effective interpersonal relationships and communication with students, parents and staff.
- 35. Submit accurate reports in a timely manner and maintain all appropriate records.
- 36. Keep abreast of latest research relating to pre-kindergarten student needs.
- 37. Perform other duties as assigned.

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**PRE-KINDERGARTEN HEALTH SERVICES COORDINATOR (Continued)**

**8. STUDENT GROWTH / ACHIEVEMENT**

**Control Dimension**

38. Conduct health services program in a manner that ensures that student growth / achievement is continuous and appropriate for age group and / or student program classification. Indicators may include: case history and follow-up reports, criterion and norm-referenced standardized tests, 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 pre-kindergarten curriculum standards.

Ensure that student growth / achievement is continuous and appropriate school wide.

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.**

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