

**MERCER COUNTY PUBLIC SCHOOLS
PERSONNEL EVALUATION REPORT**

FRYSC STAFF MEMBER

Staff Member:	Hire Date:
Job Title: FRYSC Coordinator	School:

<p>Rating Scale</p> <p>EX – Excellent: More than meets the skill and exceeds the requirements.</p> <p>GD – Good: Performance in skill is above the level of acceptability.</p> <p>CO – Competent: Demonstrates the skill at an acceptable level of performance.</p> <p>AN – Assistance Needed: Partially demonstrates, but not at an acceptable level of performance.</p> <p>UN – Unsatisfactory: Does Not demonstrate the skill.</p> <p>NA – Not Applicable</p> <p>NO – Not Observed</p>

Job Performance	EX	GD	CO	AN	UN	NA	NO
1. Involves the appropriate staff, students, advisory council, and SBDM (where applicable) in developing the goals for the FRYSC.							
<i>Specific Written Facts:</i>							
2. Communicates to staff, parents, students, advisory council, and SBDM (where applicable) the guidelines that govern FRYSC and communicates the referral process.							
<i>Specific Written Facts:</i>							
3. Communicates to staff, students, and parents the availability of community resources and groups.							

Job Performance	EX	GD	CO	AN	UN	NA	NO
<i>Specific Written Facts:</i>							
4. Effectively implements the core and optional components of the FRYSC program.							
<i>Specific Written Facts:</i>							
5. Communicates the goals, objectives and activities of the FRYSC program to staff, students, advisory council, parents, and SBDM (where applicable).							
<i>Specific Written Facts:</i>							
Interpersonal Relationships	EX	GD	CO	AN	UN	NA	NO
6. Demonstrates effective management.							
<i>Specific Written Facts:</i>							
7. Handles confidential information in a professional manner.							
<i>Specific Written Facts:</i>							

Interpersonal Relationships	EX	GD	CO	AN	UN	NA	NO
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8. Knowledgeable about current developments in the FRYSC program.							
<i>Specific Written Facts:</i>							
9. Ensures that oral and written communication is clear, accurate, and carefully composed.							
<i>Specific Written Facts:</i>							
10. Ensures that fair and consistent services are provided to all participants in the FRYSC program.							
<i>Specific Written Facts:</i>							
11. Exhibits a positive professional attitude when working with staff, students, parents, advisory council, SBDM (where applicable), and the community.							
<i>Specific Written Facts:</i>							
12. Provides leadership for the FRYSC program.							
<i>Specific Written Facts:</i>							
13. When requested attends and participates in faculty meetings.							
<i>Specific Written Facts:</i>							
14. Responds in a positive manner to supervision and advice.							
<i>Specific Written Facts:</i>							
Interpersonal Relationships.	EX	GD	CO	AN	UN	NA	NO

15. Demonstrates a collaborative effort to promote an effective working relationship with CHFS agencies, (Social Services, Social Insurance, Health Department, Employment Services and Mental Health Services).							
<i>Specific Written Facts:</i>							
16. Plans appropriate activities as related to the components of the program.							
<i>Specific Written Facts:</i>							
17. Involves and seeks participation from the advisory council in accomplishing the goals, objectives and all aspects of the FRYSC program.							
<i>Specific Written Facts:</i>							
18. Aware of and effectively utilizes community resources.							
<i>Specific Written Facts:</i>							
19. Accessible to staff, students, parents, advisory council, and community.							
<i>Specific Written Facts:</i>							
Program Management	EX	GD	CO	AN	UN	NA	NO

20. Accepts and enforces school and district policies, procedures, and rules in a positive way.							
<i>Specific Written Facts:</i>							
21. Establishes, maintains, updates, and oversees FRYSC records.							
<i>Specific Written Facts:</i>							
22. Demonstrates good judgment in establishing priorities.							
<i>Specific Written Facts:</i>							
23. Maintains an ethical relationship with FRYSC participants.							
<i>Specific Written Facts:</i>							
24. Assumes responsibilities for inventory and maintenance for all FRYSC materials.							
<i>Specific Written Facts:</i>							
Program Management	EX	GD	CO	AN	UN	NA	NO

25. Follows federal, state, and local regulations, directives, and policies relating to schools and FRYSC.							
<i>Specific Written Facts:</i>							
Professional Responsibilities	EX	GD	CO	AN	UN	NA	NO
26. Demonstrates a basic commitment to professional growth by participating in professional meetings and workshops.							
<i>Specific Written Facts:</i>							
27. Appropriately utilizes information from professional growth experiences.							
<i>Specific Written Facts:</i>							
28. Recruits volunteers as needed to accomplish the objectives of the program.							
<i>Specific Written Facts:</i>							
29. Seeks additional funding resources to assist in implementing the program.							
<i>Specific Written Facts:</i>							

Professional Responsibilities	EX	GD	CO	AN	UN	NA	NO
30. Adheres to accepted policies of the Mercer County Board of Education and SBDM Councils							
<i>Specific Written Facts:</i>							
31. Recognizes the importance of public relations by supporting the principal, the staff, and the educational program before the public.							
<i>Specific Written Facts:</i>							
32. Effectively interprets district philosophy and policies to staff and public.							
<i>Specific Written Facts:</i>							
33. Disseminates information about the FRYSC program and activities to the students and staff; School Board and school staff; community based organizations, business and industry and the general public.							
<i>Specific Written Facts:</i>							

SUMMARY OVERALL EVALUATION RATING (CHECK ONE)

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Competent | <input type="checkbox"/> Unsatisfactory |
| <input type="checkbox"/> Good | <input type="checkbox"/> Assistance Needed | <input type="checkbox"/> Not Applicable |
| | | <input type="checkbox"/> Not Observed |

MAJOR STRENGTHS OF EMPLOYEE ARE:

MAJOR AREAS OF CONCERN ARE:

PERFORMANCE GOAL:

(To be established if the evaluator determines the need as a result of the evaluation. To be completed by date mutually agreed upon by the evaluator and the employee.)

STAFF MEMBER SIGNATURE

DATE

EVALUATOR'S SIGNATURE

DATE

DISTRIBUTION:

Original to Central Office (For Personnel File)

Copy to Staff Member

Copy to Evaluator