

Family Resource/Youth Services Center Coordinator Evaluation Document

Allen County Schools

Name: _____ Assignment: FRYSC Coordinator

School Year: 2023-2024 School: _____ Experience: _____

Degree/Area of Certification: _____

Purpose of Evaluation:

1. To clarify the duties and job expectations of those being evaluated.
2. To provide a measure of performance accountability.
3. To support personnel decisions.

Evaluation Domains:

- I. General Planning
- II. Personal Organization and Communication
- III. Allocation of Supplies, Equipment, and Support Services
- IV. Professional Qualities and Responsibilities

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I. General Planning

	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>Not Rated See Comment</i>	COMMENTS
A. Develops a yearly plan that addresses the needs of students and families, in consultation with school and district staff.					
B. Engages school, district, and community partners in planning and conducting events.					
C. Follows policies and procedures as outlined by the Board of Education and state FRYSC guidelines.					
D. Monitors expenditures of funds and demonstrates accountability for all monies.					
E. Interprets the role of the Family Resource Center to school officials, advisory council, and community.					

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II. Personal Organization and Communication:

	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>Not Rated See Comment</i>	COMMENTS
A. Maintains good communication with building administration through written, oral, and face-to-face Communication.					
B. Monthly reports are completed and submitted on-time to building administrator, advisory council, school council, and district supervisor.					
C. Establishes and follows defined on-site hours for the Center and informs principal and/or school personnel of necessary meetings and activities scheduled outside the Center.					
D. Maintains an orderly and inviting Center.					
E. Attends school faculty meetings and district Coordinators' meetings on a consistent basis.					

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III. Allocation of supplies, equipment, and support services.	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>Not Rated See Comment</i>	COMMENTS
	A. Supervises the requisition, inventory, and distribution of supplies and materials necessary for the operation of the Center.				
B. Completes records, reports, inventories, and requisitions in an accurate and timely manner.					
C. Writes grants to supplement Center budget to provide services for students and families.					
IV. Professional Qualities and Responsibilities:	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>Not Rated See Comment</i>	COMMENTS
	A. Performs professional responsibilities and duties as outlined by the Center’s work plan and as requested by district/building administrators (as they conform to FRYSC’s mission of removing barriers to learning).				
B. Exhibits a proactive approach in Center, school, and community activities.					
C. Is punctual and has good attendance. Misses very little for appointments and other requirements outside of work.					

D. Upgrades own professional knowledge and skills through readings, workshops, training sessions, and conferences.					
E. Exhibits a positive and professional attitude toward staff, students, parents and community members.					

SUMMATIVE CONFERENCE

Date

Commendations/Strengths:

Recommendations for Improvement:

Areas of Concern:

Personnel Recommendations (check the appropriate item):

1. Recommended to continue in assignment
2. Not recommended to continue in assignment.

The signature of the employee indicates only that she/he has seen the evaluation and is aware of the contents. The employee may attach a written response to this evaluation within five working days of the evaluation conference. See attached response.

Employee's Signature

Date

Evaluator's Signature

Date