

HORIZON SCHOOL DIVISION

**Employee Evaluation: Mennonite
Coordinator**

SECTION ONE

Introduction

Name _____

Start Date for Current Position _____

Evaluator _____

Date _____

Reason for evaluation:

- Employee request
- To determine if newly promoted employee meets standards
- Employee has not developed and implemented a Growth Plan
- Employee may not be meeting the Mennonite Coordinator Performance Areas
- 90 Days Probationary evaluation process for employees new to the division (90 Days Worked)
- Other (Please Indicate) _____

SECTION TWO

Mennonite Coordinator – Quality Standards

The Mennonite Coordinator will be evaluated within three performance areas: Organization and Preparation, Interpersonal Skills and Professional Attributes, and Service Delivery.

- All areas should be marked as proficient, needs improvement, or not applicable. For the purposes of this form, “proficient” describes job performance that meets the minimum standard of performance in each area. “needs improvement” describes job performance that does not meet the acceptable standard in an area
- All marked “needs improvement” must be accompanied by supporting documentation.

This document sets out three performance areas. The key indicators for each performance area identify the activities that Mennonite Coordinator undertake as they go through their day-to-day work. The descriptors support the key indicators, though evidence of all descriptors would not be expected at all times.

PERFORMANCE AREA: ORGANIZATION AND PREPARATION**KEY INDICATOR: The Mennonite Coordinator demonstrates evidence of effective organization and preparation**

DESCRIPTORS:	Proficient	Needs Improvement	Not Applicable
• Arrives on time and is prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Models and utilizes time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Uses time effectively (includes attendance, punctuality, setting of priorities, keeping to schedules).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Plan daily activities to meet the needs of the division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintain an organized schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gather and prepare materials prior to professional in-services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE AREA: INTERPERSONAL AND PROFESSIONAL ATTRIBUTES**KEY INDICATOR: The Mennonite Coordinator demonstrates effective interpersonal skills and professional attributes.**

DESCRIPTORS:	Proficient	Needs Improvement	Not Applicable
• Respects the dignity and rights of students, parents/guardians, staff and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Creates a welcoming environment for parents, fostering positive relationships and conversations with children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Takes initiative and demonstrates confidence in role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains a high standard of confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains appropriate personal hygiene and appearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Models appropriate behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Works as a TEAM under the direction of supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Communicates effectively and through the proper channels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Participates in staff professional development days, training or seminars as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is self-motivated and requires limited supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Establishes and maintains open communications between school and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Portrays an approachable and optimistic demeanor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Develops a positive working relationship with student(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Develops a positive working relationship with Teacher(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Develops a positive working relationship with Administrators(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Carries out directions and duties as assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE AREA: PROGRAM DELIVERY**KEY INDICATOR: The Mennonite Coordinator demonstrates evidence of effective service delivery.**

DESCRIPTORS	Proficient	Needs Improvement	Not Applicable
• Consults with administrators, teachers, and educational assistants in schools providing the locally developed course “German Language and LGM Cultural Studies”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> Promotes awareness and facilitates the ordering of recommended student and staff materials related to the locally developed course “German Language and LGM Cultural Studies” 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Supports administrators and teachers in the design of culturally sensitive content for LGM student audiences 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Maintains and coordinates circulating libraries of LGM classroom books to participating schools 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Leads, in consultation with schools, Mennonite Christmas and Easter concert organization, and performances 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provides written translation to Low German for schools and the division as appropriate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Attends school-based meetings, upon request, to provide spoken language translation services between students/families and school staff 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Records audio messages in Low German, upon request, for phone broadcast to family homes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Plans and coordinates support, resources, and professional learning opportunities for Educational Assistants supporting LGM programming 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provides workshops on various topics to staff 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consults with staff, on division-wide professional learning days, to provide cultural, religious, and/or language insights into LGM student needs 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Participates in school-based staff meetings to build cultural competence among staff 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Participates in school-based CRM meetings to collaborate with staff and offer cultural insights and support 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Distributes helpful cultural information to the staff 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Communicates clearly both in a written and oral format 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Communicates effectively using multiple modalities 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Communicates with administration and staff on a regular basis (uses a meaningful method of communication for both parties, verbal, written, etc.) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Maintains documentation of monthly activities 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Collects data that is meaningful, relevant, and used for strategic planning 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Has a range of skills to reach a broad range of people including, but not limited to, staff, students, parents, community members 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Conduct annual review/improvement plan consultations with schools 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Collaborates with external contacts to establish and maintain support for LGM students and families 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Demonstrates public relations skills and the ability to promote and maintain effective working relationships with the public, students, school staff, and administration 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Leads and organizes Low German Mennonite cultural events such as Faspas, concerts, and events for Mennonite Heritage week. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Attends and participates in school and division-wide activities and events as well as applicable community events 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Attends applicable committee meetings 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> Actively engaging with families in school communities to promote school attendance and school registration 	□	□	□
--	---	---	---

DECISION

- Completed probationary process. Overall is meeting the expected performance areas.
- Recommendation for termination

EVALUATOR’S COMMENTS

 Support Staff Signature
(acknowledging receipt of report)

 Date

 Support Staff Supervisor Signature

 Date

 Supervisor Signature

 Date

- Original copy goes to Human Resources for employee’s file
- Copy to Employee
- Copy to Principal/Designate or Supervisor