**ATTACHMENT T**

**HORIZON SCHOOL DIVISION**

**Employee Evaluation: Mennonite**

**Liaison Consultant**

**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 Liaison Consultant Performance Areas

90 Days Probationary evaluation process for employees new to the division (90 Days Worked)

Other (Please Indicate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION TWO**

**Mennonite Liaison Consultant – Quality Standards**

**The Mennonite Liaison Consultant will be evaluated within four performance areas: Organization and Preparation, Interpersonal Skills and Professional Attributes, Program Delivery 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 four performance areas. The key indicators for each performance area identify the activities that Mennonite Liaison Consultant 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.

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| --- | --- | --- | --- |
| PERFORMANCE AREA: ORGANIZATION AND PREPARATION | | | |
| KEY INDICATOR: The Mennonite Liaison Consultant demonstrates evidence of effective organization and preparation | | | |
| DESCRIPTORS: | Proficient | NeedsImprovement | NotApplicable |
| * Arrives on time and is prepared. |  |  |  |
| * Models and utilizes time management skills. |  |  |  |
| * Uses time effectively (includes attendance, punctuality, setting of priorities, keeping to schedules). |  |  |  |
| * Plan daily activities to meet the needs of the division |  |  |  |
| * Maintain an organized schedule |  |  |  |
| * Gather and prepare materials prior to professional in-services |  |  |  |
| PERFORMANCE AREA: INTERPERSONAL AND PROFESSIONAL ATTRIBUTES | | | |
| KEY INDICATOR: The Mennonite Liaison Consultant 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. |  |  |  |
| * Creates a welcoming environment for parents, fostering positive relationships and conversations with children |  |  |  |
| * Takes initiative and demonstrates confidence in role |  |  |  |
| * Maintains a high standard of confidentiality |  |  |  |
| * Maintains appropriate personal hygiene and appearance. |  |  |  |
| * Models appropriate behavior. |  |  |  |
| * Works as a TEAM under the direction of supervisor |  |  |  |
| * Communicates effectively and through the proper channels |  |  |  |
| * Participates in staff professional development days, training or seminars as required. |  |  |  |
| * Is self-motivated and requires limited supervision |  |  |  |
| * Establishes and maintains open communications between school and parents. |  |  |  |
| * Portrays an approachable and optimistic demeanour |  |  |  |
| * Develops a positive working relationship with student(s) |  |  |  |
| * Develops a positive working relationship with Teacher(s) |  |  |  |
| * Develops a positive working relationship with Administrators(s) |  |  |  |
| * Carries out directions and duties as assigned |  |  |  |
| PERFORMANCE AREA: PROGRAM DELIVERY | | | |
| KEY INDICATOR: The Mennonite Liaison Consultant demonstrates evidence of effective service delivery. | | | |
| DESCRIPTORS | Proficient | NeedsImprovement | NotApplicable |
| * Consults with administrators, teachers, and educational assistants in schools providing the locally developed course “German Language and LGM Cultural Studies” |  |  |  |
| * Promotes awareness and facilitate ordering of recommended student and staff materials related to the locally developed course “German Language and LGM Cultural Studies” |  |  |  |
| * Supports administrators and teachers in the design of culturally sensitive content for LGM student audiences |  |  |  |
| * Maintains and coordinates circulating libraries of LGM classroom books to participating schools |  |  |  |
| * Consults with schools on best practice for Christmas and Easter concert organization and performances |  |  |  |
| * Provides written translation to Low German for schools and the division as appropriate |  |  |  |
| * Attends school-based meetings upon request to provide spoken language translation services between students/families and school staff |  |  |  |
| * Records audio messages in Low German upon request for phone broadcast to family homes |  |  |  |
| * Provides workshops on various topics to staff |  |  |  |
| * Consults with staff on division-wide professional learning days to provide cultural, religious, and/or language insights into LGM student needs |  |  |  |
| * Participates in school-based staff meetings to build cultural competence among staff |  |  |  |
| * Distributes helpful cultural information to the staff |  |  |  |
| * Collaborates with external contacts to establish and maintain supports for LGM students and families |  |  |  |
| * Demonstrates public relations skills and the ability to promote and maintain effective working relationships with the public, students, school staff, and administration |  |  |  |

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| --- | --- | --- | --- |
| PERFORMANCE AREA: SERVICE DELIVERY | | | |
| KEY INDICATOR: The Mennonite Liaison Consultant demonstrates evidence of effective service delivery. | | | |
| DESCRIPTORS | Proficient | NeedsImprovement | NotApplicable |
| * Working cooperatively with school principals to facilitate the education of Low German Mennonite children, including the delivery of the related locally developed course, and supporting the Low German Educational Assistants |  |  |  |
| * Enhancing communication between home and school by providing communication and translation services |  |  |  |
| * Leading learning and professional development for staff, families and the greater community of Low German Mennonite culture |  |  |  |
| * Leading and organizing division-wide Mennonite cultural events and learning opportunities |  |  |  |
| * Actively engaging with families in school communities to promote school attendance |  |  |  |
| * Strategic planning with stakeholders |  |  |  |

**DECISION**

Completed probationary process. Overall is meeting the expected performance areas.

Recommendation for termination

**EVALUATOR’S COMMENTS**

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| 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