

 LETHBRIDGE SCHOOL DIVISION

 402.11.2.30 Making Connections Worker Evaluation Form

# Section One Introduction

 Name

 Location

 Start Date for Current Position

 Evaluator

 Date

*Reason for evaluation:*

[ ]  Evaluation process for employees new to the Division or position (indicate period below)

 [ ]  4 Month Evaluation [ ]  7 Month Evaluation

[ ]  1 Year Evaluation for employee on TERM contract

[ ]  Employee request

[ ]  Employee has not developed and implemented a Growth Plan

[ ]  Employee may not be meeting the Support Staff Quality Standards

# Section Two Making Connections Quality Standards Form

In accordance with the expectations of Making Connections Worker position, the employee will be evaluated within the following areas:

* All areas should be marked as meeting (M) the standard, not meeting (N/M) the standard, or not applicable (N/A). For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
* All marked deficiencies must be accompanied by supporting documentation.

**LEGEND:**

**M Meeting Standard**

**N/M Not Meeting Standard**

**N/A Not Applicable**

1. **PROGRAM OPERATION**

M N/M N/A

[ ]  [ ]  [ ]  Provide programming and incidental support for children to enable them build skills and acquire knowledge.

[ ]  [ ]  [ ]  Develop connections to families.

[ ]  [ ]  [ ]  Organize programs to build parents skills and confidence in their ability to provide nurturing, rich environments for their children.

[ ]  [ ]  [ ]  Organize family functions at the school site.

[ ]  [ ]  [ ]  Organize leisure activities for students, parents or families.

[ ]  [ ]  [ ]  Liaise families to community resources.

[ ]  [ ]  [ ]  Support referrals (phone call, transportation, paper work.) Respond to the needs of families in project schools.

[ ]  [ ]  [ ]  Assist children and their families and the Family Team in accessing appropriate services when a crisis arises.

COMMENTS:

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1. **PROGRAM MANAGEMENT**

M N/M N/A

[ ]  [ ]  [ ]  Carries out directions and duties as assigned.

[ ]  [ ]  [ ]  Keeps accurate records.

[ ]  [ ]  [ ]  Provides information on a regular basis to the school principal.

[ ]  [ ]  [ ]  Works collaboratively with the School Principal and or Family Team.

[ ]  [ ]  [ ]  Plans jointly with other professionals to develop and implement parent/child educational opportunities.

[ ]  [ ]  [ ]  Ensures the safety of students at all times.

COMMENTS:

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1. **DIRECT SERVICE DELIVERY TO STUDENTS FAMILIES AND PROJECT SCHOOL COMMUNITIES**

M N/M N/A

[ ]  [ ]  [ ]  Assists in the early identification of children at risk for mental health problems.

[ ]  [ ]  [ ]  Plan, develop and implement programs designed to increase the coping skills and knowledge of all children to enable them to make better choices and adopt behaviours to self protect mental and physical health. (Proactive/preventative)

**LEGEND:**

**M Meeting Standard**

**N/M Not Meeting Standard**

**N/A Not Applicable**

M N/M N/A

[ ]  [ ]  [ ]  Plan, develop and implement programs designed to enhance the capacity of individual children and families to experience good mental health.

[ ]  [ ]  [ ]  Increase the awareness of and access to basic services for children and their families.

[ ]  [ ]  [ ]  Support increased ability within the project schools to respond to the needs of children and families.

[ ]  [ ]  [ ]  Support increased capacity of partners to collaborate effectively in supporting children and families.

[ ]  [ ]  [ ]  Support increased capacity within school communities to identify and connect those at risk for mental health problems to appropriate resources.

COMMENTS:

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**4. RELATIONSHIP BUILDING AND COMMUNICATION**

M N/M N/A

[ ]  [ ]  [ ]  Direct and ongoing communication with students, parents and staff.

[ ]  [ ]  [ ]  Promotes program and belonging to the school community.

[ ]  [ ]  [ ]  Participates in school-based activities and events as appropriate.

[ ]  [ ]  [ ]  Actively promotes parental involvement.

COMMENTS:

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1. **OTHER POSITION REQUIREMENTS**

M N/M

[ ]  [ ]  Participates in all consultative teams

[ ]  [ ]  Advocates on behalf of students and families

[ ]  [ ]  Attends training seminars and sessions as required

[ ]  [ ]  Effectively utilizes the services of outside agencies

COMMENTS:

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**LEGEND:**

**M Meeting Standard**

**N/M Not Meeting Standard**

**N/A Not Applicable**

**6. PERSONAL/PROFESSIONAL QUALITIES**

M N/M

[ ]  [ ]  Interpersonal Relationships

[ ]  [ ]  Team Player

[ ]  [ ]  Ability to communicate effectively and appropriately

[ ]  [ ]  Ability to resolve conflict effectively

[ ]  [ ]  Use of time (include attendance, punctuality, setting of priorities, keeping to schedules)

[ ]  [ ]  Initiative (self directed, takes charge of assigned tasks, requires minimum supervision)

[ ]  [ ]  Personal Hygiene and Appearance

COMMENTS:

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# TIME MANAGEMENT

[ ]  Attendance report attached

M N/M

[ ]  [ ]  Attends regularly

[ ]  [ ]  Sets priorities in collaboration with teacher(s) and administration

[ ]  [ ]  Uses time effectively

[ ]  [ ]  Follows assigned schedule

COMMENTS:

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# 8. DECISION

 [ ]  Recommend proceeding to 7 month probationary evaluation

 [ ]  Completes annual evaluation

 [ ]  Completes probationary process

 [ ]  Improvement plan implemented

 [ ]  Employee returns to Growth Plan process

 [ ]  Employee must submit a Growth Plan within one month

# 9. EVALUATOR’S COMMENTS

COMMENTS:

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# 10. EMPLOYEE’S COMMENTS

COMMENTS:

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***As Principal, I have read and approve this evaluation.***

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 Principal’s Signature Date

After this evaluation has been signed by the Principal, the following signatures are necessary upon review:

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 Vice Principal (if applicable) Date

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 Employee’s Signature Date

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 Reviewed by Human Resources Date

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