

**BILINGUAL COMMUNITY COORDINATOR
UMATILLA-MORROW COUNTY HEAD START, INC.**

Name: _____

Date: _____

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
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A. General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community1 2 3 4 5
4. *Keep current and accurate records that conform to program policies1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information1 2 3 4 5
6. Maintain objectives and professional standards.....1 2 3 4 5
7. Improve self-skills and education1 2 3 4 5
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.....1 2 3 4 5
9. Perform any other work-related duties as requested by your supervisor1 2 3 4 5
10. Be a contributory team member in a positive/productive manner1 2 3 4 5
11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties.....1 2 3 4 5

*Comments or examples:

B. Bilingual Curriculum Activities, Assessment and Planning:

1. Curriculum and activities are planned and carried out according to program philosophy, policies and procedures1 2 3 4 5
2. Assists teacher in evaluating the effectiveness of activities1 2 3 4 5
3. Assists teacher in assessing each child-s linguistic needs1 2 3 4 5
4. Assists teacher in evaluating child-s linguistic progress in a timely and professional manner1 2 3 4 5
5. Assist in Bi-lingual program planning as required1 2 3 4 5

* Comments or examples:

C. Safety and Health and Nutrition:

1. *Assist teacher to ensure children are constantly supervised1 2 3 4 5
2. *Maintains an orderly and clean classroom and office1 2 3 4 5
3. Helps keep equipment in safe condition.....1 2 3 4 5
4. Emergency situations are handled quickly calmly, and effectively.....1 2 3 4 5
5. Educates children during routines about health, safety, nutrition, basic skills and self control and daily hygiene needs.....1 2 3 4 5

* Comments or examples:

D. Guidance:

- 1. *Helps reinforce classroom rules and expectations consistently, giving direction in Spanish1 2 3 4 5
- 2. *Shows that behavior, not child, is unacceptable1 2 3 4 5
- 3. Is physically and verbally nurturing and supportive1 2 3 4 5
- 4. Uses a variety of positive guidance techniques as directed by teachers.....1 2 3 4 5
- * Comments or examples:

E. Social, Self and Creative Concepts:

- 1. Asks open-ended questions to promote problem solving and models creative thinking1 2 3 4 5
- 2. *Respects and values all verbal responses.....1 2 3 4 5
- 3. Encourages children to understand and express their feelings.....1 2 3 4 5
- 4. *Respects cultural differences, and teaches anti-bias.....1 2 3 4 5
- 5. Promotes creative expression through the arts, language, literacy and dramatic play1 2 3 4 5
- 6. Works with both English and Spanish speaking children to facilitate communication1 2 3 4 5
- * Comments or examples:

F. Staff Communication and Team Membership:

- 1. Shares bilingual materials and information.....1 2 3 4 5
- 2. *Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling.....1 2 3 4 5
- 3. *Supports team members and supervisor verbally and by attitude.....1 2 3 4 5
- 4. Sets aside sufficient time to meet and plan with education staff.....1 2 3 4 5
- * Comments or examples:

G. Work Ethics:

- 1. *Comes to work on time1 2 3
- 2. Notifies supervisor prior to beginning of work day when not able to come to work1 2 3
- 3. *Misses little time because of illness.....1 2 3
- 4. Willingly accepts changes in program1 2 3
- 5. Accepts and acts on constructive criticism1 2 3
- 6. Follows through on accepted tasks or agreements1 2 3
- * Comments or examples:

Do you have long-term employment goals? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

Supervisor's Signature _____ Date _____

Assistant Teacher Signature _____ Date _____

Rating Scale Explanation:

1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

- Successful completion of a 6 month introductory period
- Eligible for merit increase
- Not eligible for merit increase