

RSD Community School Coordinator Evaluation Form

Job Title: Community Learning Center (CLC) Coordinator
Reports To: Assistant Director of Student Services & Building Principal

Component	Basic	Proficient	Distinguished	Reflective Comments
<p><i>Leadership</i></p> <ol style="list-style-type: none"> 1. Effectively support stated Community School goals. 2. Work collaboratively with site leadership team to identify and invite identified students to programming. 3. Effectively promote site programming. 4. Collaborate with leadership team to evaluate programming at the end of the year. 5. Work collaboratively and support the tutoring coordinator to ensure effective programs and procedures. 6. Actively and positively contribute to CLC team meetings. 7. Implement core principles of CLC school initiatives including academic enhancement programs, after school programming, and coordination of family support services. 8. Work effectively within a Grant governance team to develop a long-term sustainability plan for CLC Schools in the Redmond School District. 9. Work effectively and in collaboration with Assistant Director of Student Services, building Principal and school staff, parents and guardians and community partners 				
<p><i>Management</i></p> <ol style="list-style-type: none"> 1. Supervise Educational assistants, teachers, volunteers and student aides in maintaining a safe and effective environment. 2. Coordinate facility use plan. 3. Utilize Office applications and Outlook Calendar for organization, communication and reporting. 4. Work collaboratively with CLC team to ensure compliance with district policy and procedures related to grant expenditures and 				

<p>supply procurement.</p> <ol style="list-style-type: none"> 5. Independently answer routine questions and correspondence from parents, community partners, staff and students not requiring the supervisor's attention. 6. Schedule meetings and programs as required including creating schedules, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, partners, parents, etc.). 7. Daily successfully prioritize tasks. 8. Appropriately maintain and secure confidential student and personnel records and inquiries. 9. Maintain up to date and accurate records on CLC student enrollment, food services reporting related to the CLC 10. Successfully complete ongoing and end of year data collection. 11. Comply with applicable District, state, local and federal laws, rules and regulations. 				
<p><i>Professionalism</i></p> <ol style="list-style-type: none"> 1. Professionally interact with community partners to enhance core CLC principles. 2. Professionally represent the school and the District in interactions with parents, community, staff, and students. 3. Attend work regularly and be present when CLC programming is occurring in the building. 4. Participate in related professional development opportunities. 				

Signature:

Date:

Date:

Comments: