**FRYSC Coordinator Personnel Evaluation Addendum**

As it states in the FRYSC contract, center staff must be evaluated “…according to local district policy but at a minimum, biennially, *utilizing position-specific protocols.*” \* Districts are encouraged to adopt an evaluation tool that reflects the unique, many-faceted work of the FRYSC coordinator. For those districts that have that option, there are samples of FRYSC-specific evaluation tools on the DFRYSC website, ‘District Contact Requested Documents’ page (<https://www.chfs.ky.gov/agencies/dfrcvs/dfrysc/Pages/dist.aspx>).

Most FRYSC coordinators are classified staff. We realize that for some school districts, board policy only allows certain types of evaluation tools for classified employees – thus it may not be feasible for them to replace their current tool with an alternate, FRYSC-specific one.

We have created a short, but comprehensive addendum sheet for those districts that must use a generic classified evaluation tool for their FRYSC coordinators’ personnel evaluations (on next page). This addendum should be used in addition to the generic tool currently in use. Feel free to adapt the rating scale language to coincide with other district forms, if needed.

\*FRYSC FY23 Contract PONS3 – Section 2.01 B3

**FRYSC Coordinator Evaluation Addendum**

School Year: \_\_\_\_\_\_\_\_ Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluation Date: \_\_\_\_\_\_\_\_\_\_

Evaluator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1** = Does Not Meet Expectations **2** = Area for Growth **3** = Effective **4** = Exemplary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **Comments** |
| 1. Utilizes a strengths-based approach in their work with families and students. |  |  |  |  |  |
| 2. Assists students and families in obtaining appropriate community resources. |  |  |  |  |  |
| 3. Seeks out collaborative community partners and programs, attends community meetings, and promotes center activities throughout the community. |  |  |  |  |  |
| 4. Collaborates and communicates with Principal, District Contact, and SBDM Council on center programming and operation. |  |  |  |  |  |
| 5. Participates in Comprehensive Plan, school committees and/or attends staff and PLC meetings. |  |  |  |  |  |
| 6. Builds relationships and collaborates with school personnel (school nurse, administration, guidance counselor, teachers and support staff) to identify students in need of services and for program development. |  |  |  |  |  |
| 7. Holds a minimum of 5 advisory council meetings a year, every other month, and maintains all advisory council meeting documents. |  |  |  |  |  |
| 8. Maintains required records, reports, and data on Infinite Campus and the FRYSC Counts system in a timely manner. |  |  |  |  |  |
| 9. Conducts everyday activities of the center’s operation, including:  |  |  |  |  |  |
| 1. Maintains accurate budgets for FRYSC state and donated funds, school funds, board funds and uses those funds appropriately
 |  |  |  |  |  |
|  B. Supervises center support staff  |  |  |  |  |  |
|  C. Maintains confidentiality |  |  |  |  |  |
|  D. Submits required FRYSC documents on time  |  |  |  |  |  |
|  E. Maintains an equitable presence at each school  the center serves  |  |  |  |  |  |
| 10. Attends required training sessions on the local, regional, and state level.  |  |  |  |  |  |
| 11. Prepares and submits a complete Continuation Program Plan bi-annually to the Division of Family Resource and Youth Services Centers. |  |  |  |  |  |

***Continued next page***

***FRYSC Evaluation Addendum, continued***

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| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **Comments** |
| 12. Ensures that components and requirements of the Continuation Program Plan are implemented. |  |  |  |  |  |
| 13. Collects data and evaluates activities and programs for impact.  |  |  |  |  |  |
| 14. Seeks to move services, activities, and programs to higher quality. |  |  |  |  |  |

**12/1/2022**