Revised 12/5/2017

 **PALOMAR COLLEGE**

**ECE LAB SCHOOL COORDINATOR**

 **PROBATIONARY REVIEW REPORT**

[ ] 1st year report [ ]  2nd year report [ ]  3rd year report [ ]  4th year report

Probationary Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_**ECE LAB SCHOOL**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When the committee members are finished reviewing and discussing each component of the evaluation the committee chair will complete the **Probationary Review Report**. a. Self-Evaluation Form **with professional development** b. parent/staff survey c. PAS (Program Administration Scale- Selected Items) d. **evaluation matrix.** Please attach supporting documents. In your comments, please do not refer to the parent/staff survey questions by number. This report will eventually be a stand-alone document. The parent/staff surveys will not accompany this report so referring to the parent/staff survey questions by number (rather than in words) will not be descriptive.

***Definitions of evaluation categories:***

*(based on Standards of Performance for ECE Lab School [ECELS] Coordinator)*

***High Professional Performance*** *-**Frequently exceeds accepted standards of professional performance. (Check this box when the coordinator's professional performance is beyond what is reasonably expected.)*

 ***Standard Professional Performance*** *- Regularly meets accepted standards of professional performance. (This is the standard of performance that is expected of all coordinators when they are hired and they are expected to maintain this level of performance throughout their tenure at Palomar College.)*

***Performance Needs Improvement*** *- Does not consistently meet accepted standards of professional performance.*

 ***Unsatisfactory Performance*** *- Does not meet minimal standards of professional performance.*

**Comments are required for all questions.**

1. The coordinator establishes an ECELS environment to promote teamwork and motivates staff to excel in their positions. The coordinator works cooperatively and collaboratively with the college as a whole and outside sources required for ECELS operation.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

2. The coordinator maintains a clean and healthy ECELS environment that follows ECERS and ITERS standards to at least the minimum score required by the State of California Child Development Division. The coordinator maintains an ECELS that follows Community Care Licensing standards, including general supervision of children at all times.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

3. The coordinator demonstrates subject area currency and is proficient in integrating new policies and procedures into the ECELS when required by Community Care Licensing, State Department of Education (Child Development and Child Nutrition), the college, or any other outside source.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

4. The coordinator develops achievable objectives and goals for self, staff, and ECELS as a whole. The coordinator is self-motivated, is able to work independently, and takes initiative to complete work in a timely manner, sometimes on multiple assignments at one time, and by due dates where appropriate.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

5. The coordinator demonstrates effective oral and written communication skills at the ECELS with children, parents, staff, and the college community. Communication is clear, concise, and uses appropriate English standards. The coordinator responds promptly to requests for information and assistance.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

6. The coordinator fosters and maintains a fair, consistent, positive, and productive work environment. The coordinator delegates and assigns tasks when appropriate. The coordinator is ~~open~~ **approachable** and establishes a positive and cooperative relationship with ECELS staff, families and the college community and is accessible for consultation and appointments. The coordinator analyzes situations and data and takes into account other points of view to make decisions based on all of the facts of a particular situation.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

7. The coordinator oversees enrollment of children (following ECELS and Department of Education policies and procedures), takes action to pursue full enrollment at all sites, oversees waitlist and children’s files, prepares and submits information for state reports, provides tours to prospective families, and promotes the ECELS using various advertising and marketing strategies.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

8. The coordinator develops a staff schedule appropriate to the needs of the classroom, while working within budget constraints. The coordinator works with ECELS staff to create and maintain appropriate classroom enrollment in order for the ECELS to operate effectively within the allocated budget. The coordinator prepares annual budgets and makes efficient use of all resources. When appropriate, the coordinator seeks innovative methods to secure additional funding.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

9. The coordinator treats children, families, and ECELS staff with respect and tolerance, demonstrating a positive attitude, patience, a willingness to help when needed, and upholds confidentiality of children, families, and ECELS staff.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

10. The coordinator functions well in an environment where persons of diverse cultural and ethnic backgrounds become partners in learning, built on the strengths of their own cultural tradition, and respect, embrace and learn from persons of other traditions.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

11. The coordinator demonstrates continued professional growth by participation in professional activities. Such activities may include, but are not limited to: completion of course work; attendance at workshops, seminars or professional meetings; and participation in conference presentations, exhibits, research, publication or community service.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

12. The coordinator supports and provides opportunities for staff training and professional growth activities. The coordinator creates regular parent newsletters and plans regular parent and staff meetings and/or trainings.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

13. The coordinator demonstrates commitment to the ECELS and college community and to education by participating in, curriculum development, ECELS meetings and activities, by serving on campus and/or ECELS committees, and by working cooperatively with ECELS staff, and college faculty and staff. This commitment begins the first semester of employment.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

14. The coordinator knows and follows institutional policies and practices, including ECELS, college, Community Care Licensing, State Department of Education, and any other sources utilized by the ECELS.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

15. The coordinator follows standards and policies set forth by the ECELS in regards to work schedule, attendance, and professional appearance.

 [ ]  Yes [ ]  No

 **Comments:**

16. The coordinator works cooperatively with observation students, students completing activities, student teachers, the Child Development Department faculty, and with other individuals and groups on campus. The coordinator performs duties and responsibilities with integrity and high professional standards and represents the college community well.

 [ ]  Yes [ ]  No

 **Comments:**

17. **Summary Comments and Recommendations:**

**Overall Recommendation:**

[ ]  High Professional Performance

[ ]  Standard Professional Performance

[ ]  Performance Needs Improvement

[ ]  Unsatisfactory Performance

1st Year [ ]  Rehire [ ]  Do not rehire

2nd Year [ ]  Rehire [ ]  Do not rehire

3rd Year [ ]  Satisfactory [ ]  Unsatisfactory

4th Year [ ]  Rehire/Grant Permanent status [ ]  Do not rehire/Deny Permanent Status

**Evaluation Meeting Confirmation:**

Date and Length of Meeting with Evaluee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures** (Comments are optional)

 Committee Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

 Committee Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

 Committee Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

 Division Dean:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

 My signature acknowledges that I have read the evaluation. It does not mean that I agree or disagree

with this evaluation. I am aware that within ten business days I have the right to submit a response to this evaluation. I am also aware that this evaluation and my response, if any, will become part of my personnel file.

 Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

 Comments:

 Tenure and Evaluations

 Review Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Copy of evaluation sent to evaluee on (date)