



## New Bedford Public Schools Wraparound Coordinator Evaluation Report

**Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does not meet standard
Knowledge and skill levels are substantially above those required for effective job performance. Employee keeps abreast of new developments and applies them on the job, always seeking to improve performance effectiveness.	Employee uses expected levels of knowledge and skills for effective performance of all responsibilities. Keeps abreast of new developments.	Knowledge and skill used by the employee in performing the job do not consistently meet job requirements. Employee needs to improve skills and knowledge to continue in this job.	Employee does not possess or use knowledge and skills necessary to meet current job requirements.

**\*\*Ratings should be supported with comments\*\***

Job Initiative and Professionalism		4.	3.	2.	1.
1.	Takes initiative for assigned responsibilities and action for improvement under the direction of their assigned principal, immediate supervisor and/or department manager.				
2.	Responds confidently to the demands of work when confronted with change, adversity, or other challenges (adapts well to change in the work environment).				
3.	Safeguards confidential and privileged information (student files, written documents, etc.).				
4.	Seeks out information and actively pursues professional development opportunities				
5.	Positively represents the District in the work place and public environment.				
6.	Arrives to work on time and is prudent in use of leave and adheres to leave policies.				
7.	Maintains professionalism at school functions (i.e. workshops, open house, etc.).				

Comments:

Technical and Organizational Skills		4.	3.	2.	1.	N/A
1.	Follows protocols developed by Wraparound Services Department (Family Registration Center Assessment Process, use of surveys, data collection, monthly check-ins, weekly updates, sign-in and out log, upload Wrap Plans in ASPEN/District-chosen platform, etc.).					
2.	Collaborates with Student Support Team to develop a caseload of students.					
3.	Creates a Wraparound Plan for each student that is culturally appropriate, specific, measurable, attainable, realistic and timely.					
4.	Demonstrates knowledge of district's SEL, Safe and Supportive School framework and practices and implements it when performing daily duties.					
5.	Collects and prepares data to track progress.					
6.	Provides appropriate data for IEP meetings and provides appropriate data at school-based meetings including: Attendance, Whole Child, and various other team meetings.					
7.	Contributes to the climate and culture of the school and district to create a welcoming environment for all.					
8.	Maintains positive relationships with community partners to provide services and resources to students and families					
9.	Demonstrates depth of knowledge in performing the job.					
10.	Understands, applies, and adheres to District and school procedures, and rules.					
11.	Demonstrates knowledge of NBPS Family Engagement Framework and able to embed and utilize the Framework in daily duties.					
13.	Promotes family understanding of school and district programs through a variety of strategies.					
13.	Documentation and reports are comprehensive and up-to-date.					
14.	Maintains organizational skills, ensures school community needs are being met, paperwork is timely and comprehensive, communication occurs with staff regularly resulting in positive outcomes for students and families.					
15.	Responds to requests and completes all work in a timely manner.					

Comments:

<b>Interpersonal Skills and Communication Effectiveness</b>		<b>4.</b>	<b>3.</b>	<b>2.</b>	<b>1.</b>
<b>1.</b>	Maintains appropriate relationships with families, student, and school staff.				
<b>2.</b>	Commitment to the educational success of all his/her student clients, attempts to remedy obstacles around student achievement and aligns with outside partners to provide needed resources and referrals.				
<b>3.</b>	Considers the student and family's cultural/linguistic needs.				
<b>4.</b>	Recognizes communication barriers and different points of view and consistently accommodates for these barriers and different points of views.				
<b>5.</b>	Demonstrates a pattern of interacting with students, colleagues, parents/guardians, and community members in a courteous and respectful manner at all times.				
<b>6.</b>	Expresses self clearly, both orally and in writing, including conveying and receiving messages clearly.				
<b>7.</b>	Applies appropriate style, spelling, grammar, and punctuation to written documents that is professional.				
<b>8.</b>	Regularly uses a variety of means (such as phone, fax, home visits, email, Zoom, Teams, etc.) to initiate and effectively communicate with others.				
<b>9.</b>	Demonstrates active listening skills.				
<b>10.</b>	Provides information regarding a student's current level of performance professionally.				

Comments:

<b>Technology and Equipment Proficiency</b>		<b>4.</b>	<b>3.</b>	<b>2.</b>	<b>1.</b>	<b>N/A</b>
<b>1.</b>	Exhibits adequate knowledge of applicable software systems.					
<b>2.</b>	Applies technology to maximize job performance and perform job responsibilities.					
<b>3.</b>	Exhibits proficiency with function of district technology platforms.					
<b>4.</b>	Is able to troubleshoot equipment and seek assistance when necessary to perform job duties.					

Comments:

<b>Teamwork and Collaboration</b>		<b>4.</b>	<b>3.</b>	<b>2.</b>	<b>1.</b>
<b>1.</b>	Treats all persons with respect and civility.				
<b>2.</b>	Accepts assigned responsibilities and follows up with immediate supervisor to ensure success.				
<b>3.</b>	Values diversity and resolves conflict professionally.				
<b>4.</b>	Develops and maintains professional relationships.				
<b>5.</b>	Maintains high standards and quality of work, sharing knowledge / experience freely with others.				
<b>6.</b>	Demonstrates problem solving and decision-making skills.				
<b>7.</b>	Consistently fosters a culture of respect in the school and community.				

Comments:

<b><u>Professional Appraisal Summary</u></b>	<b>4. Exceeds Standard</b>	<b>3. Meets Standard</b>	<b>2. Needs Improvement</b>	<b>1. Does Not Meet Standard</b>
Job Initiative and Professionalism				
Technical and Organization Skills				
Interpersonal Skills and Communication Effectiveness				
Technology and Equipment Proficiency				
Teamwork and Collaboration				

1. Employee's Strengths

2. Areas for growth:

3. Overall Job Evaluation – Check appropriate rating and provide comments:

☐ Does Not Meet
 ☐ Needs Improvement
 ☐ Meets Standard
 ☐ Exceeds

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Employee signature indicates receipt of evaluation. Signature does not indicate agreement with evaluation. Employee may attach additional comments.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date