

University of Washington
 Experimental Education Unit
 Admissions Coordinator Evaluation

Staff Member's Name: _____ Year: _____

Rating Scale

1 Needs Improvement	2 Poor	3 Average	4 Good	5 Excellent	NA Not Applicable
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ATTENDANCE

1. Attends staff and school meetings

1 2 3 4 5

2. Attends school events (i.e., Open House, Family Socials, College of Education Events, etc.)

1 2 3 4 5

3. Attends regularly scheduled work hours.

1 2 3 4 5

COLLABORATION

Families

1. Develops and maintains positive relationship with families

1 2 3 4 5

Staff

1. Develops and maintains positive relationships with staff

1 2 3 4 5

Administration

1. Collaborates effectively and maintains communication with Administration

1 2 3 4 5

ADMINISTRATIVE

General

1. Demonstrates initiative and a problem solving approach

1 2 3 4 5

2. Demonstrates efficiency and maximizes time within schedule

1 2 3 4 5

Admissions – Preschool, ECEAP, and Kindergarten

1. Maintains a list of referrals

1 2 3 4 5

2. Coordinates clearance of new students with Administration and communicate with family and staff after placements have been confirmed by Principal

1 2 3 4 5

3. Collaborates with School Secretary to complete and file educational records

1 2 3 4 5

Admissions – Infant Toddler Program

1. Coordinates referrals of children with delays or suspected of delays

1 2 3 4 5

2. Makes referrals to FRC's within the building or to other agencies and CHAP depending on current case load

1 2 3 4 5

3. Coordinates clearance of new students with Administration and communicate with family and staff after placements have been confirmed by Principal

1 2 3 4 5

4. Coordinates collection and filing of admissions paper work with FRC's and ITP staff

1 2 3 4 5

Transportation

1. Collaborates with School Secretary to determine if policies and procedures are effective

1 2 3 4 5

2. Schedules all special event parking

1 2 3 4 5

3. Orders and distributes parking stickers for all programs

1 2 3 4 5

Class Lists

1. Maintains an up-to-date class list of all students and distributes to appropriate personnel

1 2 3 4 5

2. Updates and distributes attendance, meal count forms, and phone lists for staff at least two times during the academic year

1 2 3 4 5

Exiting Students

1. Develops and maintains an Exit Pupil Checklist for staff to use when students leave the program

1 2 3 4 5

2. Coordinates with the Principal, Assistant Principal, teachers and School Secretary to complete all tasks associated with students exiting the program

1 2 3 4 5

Records

1. Develops maintenance standards and coordinates procedures for permanent files

1 2 3 4 5

2. Develops and modifies procedures and policies for staff regarding consent forms

1 2 3 4 5

3. Collects inactive classroom and service files and oversees collating with permanent files

1 2 3 4 5

4. Collects any documents generated by research staff which are appropriate for permanent files

1 2 3 4 5

5. Coordinates removal and shredding of old files according to OSPI/School District schedule and guidelines

1 2 3 4 5

Exchange of Information

1. Processes all exchanges of information between agencies, personnel and families

1 2 3 4 5

2. Keeps records of all documents sent out of the building and copies all documents for files

1 2 3 4 5

3. Develops and modifies procedures and policies regarding exchange of information for school personnel with assistant principal

1 2 3 4 5

Budget

1. Collects billing information from ITP staff and other staff as appropriate and completes Developmental Disability billing

1 2 3 4 5

2. Collects meal count records from classroom staff and completes Food service billing monthly claims

1 2 3 4 5

3. Develops and modifies policies and procedures for school personnel in regard to billing information

1 2 3 4 5

Referral Service

1. Maintains an up-to-date referral list from Kid Care of local agencies and other resource information as appropriate

1 2 3 4 5

2. Maintains an up-to-date resource list from the Crisis Clinic of King County

1 2 3 4 5

3. Collaborates with ITP staff, School Social Worker and School Nurse to maintain referral lists

1 2 3 4 5

4. Refer families and professionals as appropriate

1 2 3 4 5

Individual Education Programs (IEP's)

1. Collaborates with the School Secretary to compare the IEP master list with the class list on a monthly basis

1 2 3 4 5

2. Files all quarterly IEP progress reports and classroom narratives and check to make sure that all reports have been completed

1 2 3 4 5

3. Coordinates End-of-the-Year IEP activities with School Secretary and Assistant Principal

1 2 3 4 5

Contracts

1. Annually reviews and renew OSPI Child Nutrition Contract

1 2 3 4 5

2. Files copies of OSPI, school district and ITP contracts in Admissions office

1 2 3 4 5

Summer Camp

1. Creates and distributes notices for summer camp to classroom staff

1 2 3 4 5

2. Provides information about summer camp to social worker

1 2 3 4 5

3. Collects family responses regarding summer camp and maintains an up-to-date interest list

1 2 3 4 5

4. Assistants the Principal and Assistant Principal in developing a summer camp list

1 2 3 4 5

5. Collects and records all checks for summer camp

1 2 3 4 5

ITP Summer Session

1. Collaborates with ITP staff to develop notices about summer session

1 2 3 4 5

2. Collects family responses regarding summer session and maintains an up-to-date interest list

1 2 3 4 5

3. Assists the ITP staff, Principal and Assistant Principal in developing an ITP summer session class list

1 2 3 4 5

Calendars

1. Creates and updates all school calendars

1 2 3 4 5

2. Communicates with Assistant Principal and Principal about the schedule for training days and other school events

1 2 3 4 5

3. Distributes school calendars to staff and parents

1 2 3 4 5

Staff Member's Signature

Date

Principal's Signature

Date

Assistant Principal's Signature

Date

Goals

1. _____

2. _____

3. _____

4. _____

5. _____