

CHILD CARE SERVICES FACULTY COORDINATOR

Rating key:

- A. Exceeds Expectations
- B. Meets Expectations
- C. Needs Improvement
- D. Unsatisfactory
- E. Not Enough Information/Not Applicable

To be completed by faculty peers and Dean/Responsible Administrator.

College: _____

Division: _____

Academic year of evaluation _____

Semester: _____

Name of evaluatee _____

Name of evaluator _____

Tenured/Tenure-track (select one)

Rated section	DROPDOWN MENU OPTIONS	Comments or examples of behavior
The coordinator understands and keeps the child development center in compliance with the rules and regulations, policies, procedures, practices, and functional relationships of the child development center, including but not limited to Federal Child Care Food Program, CA Department of Social Services Community Care Licensing, CA State Department of Education, private grants, local public and private funding sources.		
The coordinator plans, organizes, and performs administrative functions of the coordination role, including but not limited to oversight of the children's programs and the college academic programs.		
The coordinator trains and guides student assistants, students, and others and provides consultation related to their roles.		

<p>The individual works collaboratively with campus colleagues, college administrators, SMCCC District personnel, and community constituents, to effectively represent, manage, and advocate for the programs and/or services at the Child Development Center.</p>		30
<p>The coordinator identifies and resolves problems and originates, develops, and implements ideas according to the established processes.</p>		
<p>The coordinator fosters a community free from discrimination and facilitates inclusion and equity. For example, the coordinator may facilitate inclusion and equity by:</p> <ul style="list-style-type: none"> a. Creating an environment of inquiry b. Respecting divergent points of view c. Fostering productive discussion between staff, students, and families d. Working to bridge cultural differences in the Child Development Center community e. Advocating for access to college programs for clients served 		
<p>The coordinator solicits family input, listens respectfully, and responds appropriately and professionally.</p>		

COMMENDATIONS:

The coordinator demonstrates excellence in the following areas:

RECOMMENDATIONS:

Development needed in present position/areas of growth. Explain what specific improvements are needed to achieve greater effectiveness in the coordinator role.

EVALUATION SUMMARY:

Explain how this coordinator has met the requirements of her/his coordination role during the period covered by this evaluation.

GOALS FOR NEXT YEAR:

List goals that should be achieved in this coordinator's role in the coming year.

OVERALL PERFORMANCE RATING

- A. Exceeds expectations.
- B. Meets expectations.
- C. Needs improvement. (Refer to Appendix G)
- D. Is unsatisfactory. (Refer to Appendix G)

EVALUATOR COMMENTS:

I have met with the evaluatee and discussed the evaluatee's evaluation.

Signed: _____
Evaluator

Date: _____

EVALUEE COMMENTS:

I have met with the evaluator and discussed my evaluation.

Signed: _____
 Evaluatee

Date: _____