



CAMBRIDGE PUBLIC SCHOOLS

**FAMILY RESOURCE LIAISON
Evaluation Form**

Name:	School/Program:
Evaluator:	Date:

Ratings: 5 = Highly Competent 4 = Commendable 3 = Satisfactory
 2 = Needs Improvement 1 = Unsatisfactory NA = Not Applicable

1. **Demonstrates knowledge and understanding of various techniques and activities to support effective parent outreach.**
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ NA
2. **Demonstrates professional, reliable, task-oriented behavior. Participates in school, program and Family Resources Center meetings, training sessions and activities as required.**
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ NA
3. **Relates effectively with parents from all communities and cultural backgrounds.**
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ NA
4. **Relates effectively with school personnel (teachers, administrators and support staff).**
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ NA
5. **Promotes direct communication between parents and school, using a variety of methods.**
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ NA
6. **Demonstrates knowledge and understanding of the school choice/desegregation plan, kindergarten registration process and student assignment process, and participates in these processes as required.**
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ NA
7. **Is receptive to change and innovation in the development of effective parent outreach and involvement. Collaborates with and promotes the use of community and systems resources in working with parents.**
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ NA
8. **Uses motivational techniques to assist professional staff in the promotion of educational partnerships with parents.**
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ NA
9. **Provides effective support for the attainment of school/program and district family involvement goals and objectives.**
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ NA

(over)

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10. Demonstrate a flexible work schedule to accommodate before and after school day activities.

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ NA

11. The following areas should be focused on for improvement (Please check)

- ☐ Outreach to parents
- ☐ Parent advocacy
- ☐ Flexible work schedule
- ☐ Written communications
- ☐ Parent coffees, pot lucks, socials
- ☐ School tour
- ☐ Other

GOALS:

COMMENTS:

School/Program Administrator

Date

COMMENTS:

Family Resources Liaison

Date

<i>Administrator: Return Completed Evaluation Form to the Office of Human Resources</i>
