

Cheney Public Schools Annual Employee Evaluation

ECEAP Family Support Specialist



Employee Name:		ME Meets Expectations AE Approaching Expectations NA Needs Attention US Unsatisfactory NR Not Relevant
Position/Bldg:		
School Year:		

Supervisor Portion:

1. Family Support Practices & Professional Skills			
A. Uses a variety of appropriate strategies to effectively engage children and families		D. Uses relevant information and available data to identify child and family needs and inform appropriate supports and services	
B. Demonstrates knowledge of community organizations, agencies, and resources and makes appropriate referrals and coordinates services as needed		E. Maintains accurate, timely, and confidential records in accordance with program and district requirements	
C. Provides effective case management and follow-through for children and families participating in the program		F. Communicates clearly, professionally, and effectively, both verbally and in writing	
2. Professional Practice & Growth			
A. Demonstrates knowledge of current practices and strategies for effectively supporting and engaging children and families		C. Completes ongoing district- and state-required trainings	
B. Maintains current knowledge and skills relevant to family support services and early learning programs		D. Responds positively to feedback and implements suggestions for improvement and/or growth	
3. Professional Collaboration & Teamwork			
A. Builds and maintains positive, respectful, and professional relationships with program, building, and district staff		D. Collaborates effectively with program, building, district, and administrative staff to support children and families	
B. Contributes equitably to shared responsibilities and supports the work of the team		E. Shares relevant ideas, information, resources, and expertise to support program and team goals	
C. Communicates with colleagues professionally, respectfully, and with appropriate discretion			
4. Child & Family Relationships & Support			
A. Demonstrates care, respect, and responsiveness to the needs of children and families		D. Maintains appropriate professional boundaries in interactions with children and families	
B. Builds positive, trusting, and professional relationships with children and families while maintaining professional boundaries		E. Promotes family engagement and supports families as partners in their child's learning and development	
C. Maintains confidentiality and handles sensitive information and communications ethically and professionally		F. Recognizes and responds appropriately to the individual needs and circumstances of children and families	
5. Professional Responsibility			
A. Demonstrates professionalism, composure, and sound judgment		D. Follows established program, building, and district policies and procedures	
B. Builds and maintains positive, professional, collaborative relationships with community organizations and partners		E. Demonstrates punctuality, dependability, and consistent fulfillment of assigned duties and responsibilities	
C. Shares responsibility and contributes effectively to the program			

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Supervisor Portion (cont.):

Comments:

I certify this evaluation has been discussed with me during a conference held on (date) _____.
I understand my signature does not necessarily indicate agreement; it is simply acknowledgment of receipt.

NOTE: Any disagreement within this evaluation between supervisor and employee must be indicated in writing, dated, and signed by both parties within five (5) working days after the conference and a copy shall be attached to the evaluation form.

Employee Signature

Supervisor Signature

DEFINITIONS OF PERFORMANCE RATING CATEGORIES:

- ME** Meets Expectations: The employee has met the performance expectations for this factor.
- AE** Approaching Expectations: The employee is developing their skill set in this area but has not quite met expectations.
- NA** Needs Attention: The employee has difficulty meeting the performance expectations for this factor.
- US** Unsatisfactory: The employee has failed to meet the performance expectations for this factor.
- NR** Not Relevant

Rev. 10/2026

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Employee Portion:

1. Identify your areas of strength:

2. Identify potential growth areas:

3. Identify one professional goal for next year: