

# Northern Community & School Recreation Coordinator Program



## Employee Performance Measurement

Many organizations have an established performance measurement practice for their employees of which they are encouraged to use for the CSRC position. It is generally recommended that the employer undergo this process with the CSRC position at least once annually. The NC&SRCP Salary Grid recommends an annual incremental step in pay each year, this pay increase should be superseded by a successful performance evaluation based on the job description. Prior to a formal evaluation meeting between the Supervisor and the CSRC, the Steering Committee should review the form and provide input based on their experience working with the CSRC to the Supervisor. The Supervisor can include this input in the formal review with the CSRC.

**Note:** The annual evaluation of the CSRC affirms the expectations of employment and the level to which the CSRC is achieving those expectations. If a genuine and effective relationship has been established between the CSRC, Supervisor and Steering Committee, there is generally no surprises that result from an evaluation meeting. Concerns and issues with respect to CSRC performance should be dealt with in a professional and timely manner, not collected for review once per year.

## Strategies for Successful Performance Review

1. Ask the employee for a self-assessment
2. Invite participation and comments from the employee
3. Express appreciation for their contributions
4. Minimize criticism
5. Focus on behaviours, not people
6. Engage in problem solving approaches
7. Be supportive
8. Establish additional future goals
9. Follow up! Have a short and longer term plan for follow up

# Sample Employee Evaluation and Professional Growth Form

(Sample developed by Northern Lights School Division #113)

## Non-Teaching Staff Evaluation Form

Date: \_\_\_\_\_ Probationary   
 Name: \_\_\_\_\_ Newly Promoted   
 Position: **RECREATION COORDINATOR** Jurisdictional Transfer   
 Location: \_\_\_\_\_ Continuing

Domain 1: Skills and Abilities					
COMPONENT	Level of Performance				
	Below Expectations	Meets Expectations			Exceeds Expectations
	Beginning	Emerging	Satisfactory	Proficient	Distinguished
<b>1a: Problem Solving/Decision Making:</b>					
Readily makes decisions, renders judgments and takes actions based on Board policy, practice and legislative requirements					
Identifying problems, developing solutions, evaluating alternatives and reaching logical decisions					
<b>1b: Organization</b>					
Is efficient in use of materials, supplies & resources					
<b>1c: Interpersonal Skills</b>					
Demonstrates appropriate positive attitudes and behaviours in working relationships					
Is approachable and responsive to the concerns of others					
Uses a cooperative constructive approach in working with peers and administration					
Works cooperatively with outside agencies, parents and the public					
Ability to work with children and youth in a positive and patient manner					
<b>1d: Communication Skills</b>					
Seeks clarification and directions on any matters of concern					
Relays information efficiently, accurately and in a timely manner					
Uses active listening skills					
<b>1e: Initiative</b>					
Ability to work independently and be self directed with minimal supervision					
Learns and complies with procedures, rules and regulations					
Accepts challenges of a changing job					
Shows desire to change & improve performance to adapt to new situations and reach goals					
<b>1f: Quality of Work</b>					
Performs duties in an accurate manner					
Completes work in a thorough manner					
Maintains and updates skills and knowledge when required					
Is able to effectively prioritize his/her work					

<b>Ig: Dependability/Reliability</b>					
Maintains, understands and applies rules regarding confidentiality					
Can be counted on to meet commitments					
<b>Ih: Leadership/Development of Others</b>					
Interacts with staff to promote personal self-worth					
Supports students and staff with positive comments or invitations to participate					
<b>Employee's Comments:</b>					
<b>Supervisor's Comments:</b>					
<b>Domain 2a: Job Description: Skills &amp; Abilities (From Program Description)</b>					
	<i>Level of Performance</i>				
<b>COMPONENT</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>			<b>Exceeds Expectations</b>
	<b>Beginning</b>	<b>Emerging</b>	<b>Satisfactory</b>	<b>Proficient</b>	<b>Distinguished</b>
Ability to work with little or no supervision					
Excellent planning and organization skills					
Ability to work with children, youth and community members					
Excellent written and verbal communication skills					
Multi-task and prioritize work skills					
Ability to use a computer					
<b>Domain 2b: Job Description: Duties &amp; Responsibilities (From Program Description)</b>					
	<i>Level of Performance</i>				
<b>COMPONENT</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>			<b>Exceeds Expectations</b>
	<b>Beginning</b>	<b>Emerging</b>	<b>Satisfactory</b>	<b>Proficient</b>	<b>Distinguished</b>
1. Participate in training and administrative sessions.					
2. Coordinate and provide sport, culture, and recreation, opportunities for students families and community members.					
3. Promote and communicate program plans to encourage participation					
4. Coordinate steering committee meetings every two months.					
5. Work with community members and organizations to enable them to lead programs					
6. Recruit, coordinate and recognize volunteers.					
7. Provide opportunities for participatory and leadership skill development.					
8. Maintain work schedule and hours of work for the provision of programs and events to occur outside of normal school hours.					

9. Complete daily records of programming.					
10. Prepare bi monthly, interim and final reports for the CSC and program funding agencies.					
<b>Employee's Comments:</b>					
<b>Supervisor's Comments:</b>					
<b>Domain 3: Terms and Conditions</b>					
<b>COMPONENT</b>	<i>Level of Performance</i>				
	<b>Below Expectations</b>	<b>Meets Expectations</b>			<b>Exceeds Expectations</b>
	<b>Beginning</b>	<b>Emerging</b>	<b>Satisfactory</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>3a: Hours and Days of Work</b>					
Complies with assigned hours of work and schedules					
Has good attendance record					
Complies with assigned lunch hours and breaks					
Contacts supervisor at earliest opportunity if absence or tardiness is unavoidable					
<b>3b: Holidays and Leaves</b>					
Submits leave forms to supervisor prior to leave					
Completes required month end reports					
<b>3c: Professional development/Leaves and Bursaries</b>					
Develops self professionally					
Completes and submits leave and bursary requests					
<b>3d; Dress code:</b> Clean, neat, dresses appropriately					
Uses appropriate language					
<b>3h: Other factors – Consider any factors not included above (please identify)</b>					
<b>Employee's Comments:</b>					
<b>Supervisor's Comments:</b>					

# Professional Growth Plan

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

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

## Professional Growth Plan

<u>GOALS</u> (What do I want to achieve?)	<u>POSSIBLE INDICATORS</u> (How will I know when I have been successful?)	<u>ACTIONS/ACTIVITIES</u> (What will I do?)	<u>REQUIRED RESOURCE(S) SUPPORT</u> (What help will I need?)	<u>COMPLETION DATES</u> (How long will I need?)
1) Common Skills & Abilities				
2a) Job Description: Required Skills & Abilities				
2b) Job Description: Duties & Responsibilities				
3) Terms & Conditions				

# Summary/Review of Growth Plan

## Stage 3 – Summary/Review of Growth Plan

### Employee's Summary:

1) Common Skills & Abilities
2a) Job Description: Required Skills & Abilities
2b) Job Description: Duties & Responsibilities
3) Terms & Conditions

### Supervisor's Summary:

1) Common Skills & Abilities
2a) Job Description: Required Skills & Abilities
2b) Job Description: Duties & Responsibilities
3) Terms & Conditions

Recommendations:

Future professional Growth Plan Priorities

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date