

**PERALTA COMMUNITY COLLEGE DISTRICT
HEALTH SERVICES COORDINATOR (HSC) FACULTY OBSERVATION FORM**

COORDINATOR/COUNSELOR:

College	Semester	Acad. Yr.
Name of Observer		Date

Appropriate input regarding the Evaluatee is encouraged through the appropriate representatives on the Committee. Individuals wishing to participate in the evaluation process should have direct knowledge of the Coordinator's skills (e.g. have worked with or observed the Coordinator in committee work, department meetings, student contact, public contact, etc.).

1) The HSC demonstrates responsibility and accountability for day-to-day operation of Health Services Department.

Comments:

2) The HSC makes timely, effective decisions about provision of services, budget, employment of interns.

Comments:

3) The HSC effectively coordinates activities within the department and provides individual and group supervision.

Comments:

4) The HSC communicates effectively (both oral and written).

Comments:

5) The HSC demonstrates leadership qualities in the department for activities on and off campus.

Comments:

6) **The HSC demonstrates sensitivity to diversity of staff and students (including ethnicity, gender, disability, religion, age, sexual orientation).**

Comments:

7) **The HSC encourages an environment conducive to collegiality.**

Comments:

8) **The HSC demonstrates knowledge specific to the operations of college programs for students with disabilities and/or students with educational/ financial disadvantage.**

Comments:

9) **The HSC maintains currency in the mental health or nursing field.**

Comments:

10) **The HSC regularly assesses and documents academic performance.**

Comments:

Overall performance rating:

Superior *surpasses requirements; exceeds expectations*

Satisfactory *meets all standards of excellence as described in the policy*

Below Standards *does not consistently meet requirements*

Unsatisfactory *does not meet requirements; ineffective*

Observer:

Date:

Evaluee:

Date:

The evaluee's signature on this form does not constitute acceptance of this evaluation. The evaluee has the right to append their own written comments.

Approved: 8/25/2016