

# Document C

## Cullen MS Home and School Liaison Specialist Job Performance Metric

In the principal’s evaluation of this new position, we recommend considering whether the CHSLS achieves the following objectives. The following checklist may be used, or the principal may want to use other criteria for evaluation.

The CHSLS...	Rating
Recruited, organized and documented a committee of parent volunteers (PTSA).	
Through appointment or elections, identified a recording secretary, treasurer, and sergeant-at-arms.	
Documented parent and business interactions and kept detailed records, including dates, number of hours, names, phone numbers, email addresses, nature of contact, and physical addresses of meetings. Records were kept digitally in a program like Excel that allows them to be easily searched and analyzed.	
Generated sign-in process for all scheduled meetings with parents/business partners indicating participants’ names, email addresses and contact numbers.	
Conducted parent meetings, whether in Cullen’s parent room or an offsite facility (church, apartment complex, etc.)	
Kept detailed minutes of all hosted parent and business partner meetings. Minutes were entered in the computer file for archiving and distribution, and were forwarded to the principal for inspection.	
Demonstrated progress in continually increasing attendance and participation rates at PTSA meetings and activities. Set realistic goals and provided evidence that strategies for meeting future attendance goals were likely to be successful. (Example: if on the first meeting there were 10 participants that attended the PTSA meeting then for the second meeting strive to have 15 participants in attendance).	