

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

ASSISTANT SITE DIRECTOR

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time.	ME	NI	U
Reliable in attendance.	ME	NI	U
Alert in health and safety matters.	ME	NI	U
Flexible with assignments and schedule.	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences.	ME	NI	U
Remains calm in a tense situation.	ME	NI	U

Comments:

Key Performance Factors from Job Description

Assistant Director Duties

Ensure agency compliance with Wisconsin Child Care Licensing requirements.	ME	NI	U
Ensure the implementation of a developmentally appropriate classroom, contribute to the development of social competence, and provide an environment rich in creative experiences.	ME	NI	U
Ensure the quality care, safety, and nurturance of all children on site at all times.	ME	NI	U
Ensure that site has proper supplies and equipment necessary for quality individual programming and that all items required are in good repair.	ME	NI	U
Provide guidance and assistance to staff in the maintenance of a clean, safe and orderly classroom environment.	ME	NI	U
Ensure all parents are treated in a respectful and courteous manner at all times.	ME	NI	U
Maintain professional competence, knowledge and skills necessary for excellent performance of all assigned responsibility.	ME	NI	U
Attend meetings as required or assigned.	ME	NI	U
Comply with all agency policies and standards.	ME	NI	U
Maintain a professional manner at all times.	ME	NI	U
Perform other duties as assigned by Site Director.	ME	NI	U

Comments:

Establish a Safe and Healthy Environment

Ensure Children are closely supervised at all times.	ME	NI	U
Adjust schedule according to program need.	ME	NI	U
Follows and maintains accurate attendance and tracking records at all times.	ME	NI	U
Ensure that classroom is maintained in a safe, clean and orderly condition to ensure materials are in good repair.	ME	NI	U
Complies with state child care licensing rules.	ME	NI	U
Completes fire and safety checklists monthly, documenting fire and tornado drills.	ME	NI	U
Documents all injuries in medical log using proper procedures and reviews log at team meetings.	ME	NI	U
Documents all illnesses that require children to be excluded from the program.	ME	NI	U
Be knowledgeable of site specific handbook regarding safety, health procedures, and expectations.	ME	NI	U
Follow child abuse and neglect policies and procedures ensuring all staff knows proper procedure.	ME	NI	U
Ensure sanitary conditions are maintained at all times; site cleaning responsibilities are required as applicable.	ME	NI	U
Ensure the quality care, safety and nurturance of all site children at all times.	ME	NI	U

Comments:

Planning for Developmentally Appropriate Programming

Fosters positive self-concept by supporting individuality, independence, and the ability to make choices.	ME	NI	U
Demonstrates respect for diversity by providing anti-bias and non-sexist language, images, materials, equipment, and experiences that reflect both center and global community.	ME	NI	U
Integrates active media that children can control and reflects children's interests and skills.	ME	NI	U
Implement child directed, child initiated activities while limiting adult initiated activities.	ME	NI	U
Provides a variety of activities and materials that are appropriate for a mixed age classroom.	ME	NI	U
Contribute to the development of social competence and provide an environment rich in creative experiences.	ME	NI	U
Use knowledge of developmentally appropriate practices while incorporating Creative Curriculum into the interacting and planning for children in a mixed age classroom.	ME	NI	U

Comments:

Social Emotional Development

Cultivates a sense of community in the classroom by taking a leadership role; communicates respect, shares knowledge of child development and learning.	ME	NI	U
Interacts frequently, affectionately, and respectfully by smiling, touching and holding children appropriately.	ME	NI	U
Speaks in a calm and courteous manner within a close proximity of children.	ME	NI	U
Communicates directly with each child at the child's level.	ME	NI	U
Speaks with children in a friendly and positive manner.	ME	NI	U
Engages and communicates constructively with individual children during activities and routines, talking every opportunity to positively extend children's thinking and	ME	NI	U

potential for learning.			
Encourages and models positive social behaviors and expectations that are developmentally appropriate.	ME	NI	U
Acknowledges feelings with sensitivity and demonstrates appropriate expression of emotions.	ME	NI	U
Assists in helping children to acclimate to classroom environment by reasoning and acknowledging feelings.	ME	NI	U

Comments:

Positive Guidance

Adheres to agency's Child Guidance Policy found in Reach Dane's policies and procedures manual	ME	NI	U
Conducts smooth and unregimented transitions between activities and upon entering and leaving classroom.	ME	NI	U
Follows procedures for behavioral planning as outlined in the policies and procedures manual.	ME	NI	U

Comments:

Positive and Productive Relationships with Families

Respects parents as child's primary teacher.	ME	NI	U
Shares resources with parents through discussion, articles, parent boards, and community contacts.	ME	NI	U
Informs parents of injuries and illnesses as soon as possible in accordance with agency policies and procedures.	ME	NI	U
Acknowledges parents and all classroom visitors; shows courteous and professional conduct	ME	NI	U
Responds to parent situations, comments, and concerns with sensitivity, interest, and respect.	ME	NI	U
Emphasizes strengths in children and families.	ME	NI	U
Provides parents with positive feedback based on child's visit to the center.	ME	NI	U
Maintains confidentiality.	ME	NI	U

Comments:

Professionalism

Obtains required continuing education hours and maintains necessary documentation.	ME	NI	U
Upon hire secures Registry Certificate within 90 days.	ME	NI	U
Demonstrates knowledge of ages and stages of development; shows competency in understanding the general areas of physical, social, cognitive, and emotional development for designated age groups.	ME	NI	U
Supports agency mission, philosophy, values, goals, and policies when working with parents, children, community partners, and coworkers.	ME	NI	U
Demonstrates flexibility and openness to new ideas in child care practices.	ME	NI	U
Attends staff meetings, requires trainings, and other agency events.	ME	NI	U
Responds to agency needs by attending trainings, contributing to newsletters, serving on task forces, or substituting for another coworkers when needed.	ME	NI	U
Receives constructive criticism with an attitude that indicates willingness to improve; gives feedback in a respectful manner.	ME	NI	U
Establishes and maintains a relationship of cooperation and respect for coworkers	ME	NI	U
Assumes a fair share of work, looks for ways to be helpful; demonstrates initiative.	ME	NI	U
Offers and shares ideas and materials with coworkers.	ME	NI	U

Communicates directly, works to resolve conflicts quickly and professionally, and avoids gossip.	ME	NI	U
Coworkers communicate daily to ensure smooth operations.	ME	NI	U
Maintain collaborative relationships with grant and community partners.	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by ____ days**

☐ **Discontinue employment with Reach Dane**

AGENCY WIDE PERFORMANCE FACTORS – SUPERVISOR

Communication (Oral and Written)

- Relays information to supervisors, peers, employees, volunteers, collaborative partners, parents and community in a clear, timely, concise, accurate, thorough, and respectful manner both verbally and in written form
- Demonstrates effective listening skills and makes productive use of the information
- Communicates openly
- Participates actively in meetings; makes meaningful contributions

Working Collaboratively

- Supports agency goals, initiative, mission, values and vision
- Supports Trauma-Informed Care (TIC) Values: Safety, Trustworthiness, Choice, Collaboration; and Empowerment
- Shares appropriate information with team members and administration

Professional Behavior/Judgment/Initiative/Confidentiality

- Maintains a positive and professional attitude and approachable style while interacting with others. Polite, courteous, well-spoken when representing agency on and off the work site. Follows dress requirements for work
- Anticipates potential problems and takes preventative measures before they occur and consistently applies sound problem-solving skills
- Seeks out new assignments, suggests usable ideas, methods, techniques, and works effectively without supervision
- Maintains confidentiality of all agency information, including information relative to children, families, and staff

Work Quality/Productivity/Results

- Results oriented: Effectively sets goals and achieves high performance by using required levels of knowledge and skill for successful performance outcomes
- Demonstrates productive and accurate work while meeting deadlines and assures the same of direct reports
- Uses time management skills effectively
- Demonstrates problem solving ability resulting in positive suggestions for improvement

Interactions with others/Teamwork

- Sets a positive example for the team; motivates others; creates enthusiasm for team effort
- Promotes, models and maintains respectful working relationships with supervisor, team, other staff, parents and community
- Promotes and provides leadership toward a quality, healthy, creative, nurturing environment for children, families and staff that models dignity and respect
- Models, promotes and exhibits a positive and cooperative attitude; sets a model for teamwork that encourages common goals
- Listens reflectively and accepts suggestions willingly
- Supports for success and encourages the efforts and achievement of others
- Demonstrates shared responsibility for agency and departmental issues – jumps in and helps out as needed
- Promotes, models and maintains an approachable manner that encourages interactions with others
- Effectively builds the team, promoting strong working relationships
- Focuses on the greater good of the organization
- Collaborates effectively with others
- Exhibits an ability to adapt to change

Accountability

- Completes Job Description duties and understands the expected results to be achieved
- Meets commitments, gives and seeks feedback, takes responsibility for actions
- Completes and maintains required recordkeeping on a timely basis

- Arrives and is ready for work and appointments on time
- Routinely checks agency e-mails, voicemail and written correspondence and responds in an appropriate and timely manner
- Takes responsibility for professional growth, development, and continued education
- Complies with agency policies, procedures, and other local, state, and national requirements
- Assures safety and security practices and procedures are followed.

Leadership

- Provides guidance and direction to employees; assumes leadership in a positive way
- Asks for and is responsive to feedback on own management style
- Develops, communicates, and executes work expectations while using the expertise of team members effectively
- Identifies and resolves conflict/dissatisfaction issues
- Observes early signs of changing conditions; demonstrates adaptability and flexibility
- Offers creative and effective solutions
- Follows up to ensure that appropriate actions have been taken
- Takes initiative to inquire about customer needs and opinions
- Effectively handles and responds to customer and employee complaints

Managing People/Delegation

- Treats all employees with fairness and respect
- Provides clear, useful, objective and timely feedback to staff members; communicates clear performance expectations
- Assures direct reports are held accountable to performance expectations; supports direct reports in assuring employees meet accountability expectations
- Completes and maintains required recordkeeping on a timely basis (programmatic and personnel)
- Addresses conflict or differences of opinion in a positive and respectful manner
- Encourages creativity, independence and innovation in the workplace; open to new ideas; allows and supports employees to make decisions
- Delegates tasks to staff appropriately and in a respectful manner
- Communicates through appropriate verbal and nonverbal language in a manner that promotes professional growth
- Ensures hiring and training procedures, including NEO, are followed; ensures new employees are fully trained on all aspects of the job
- Encourages and develops customer service skills in employees.
- Takes initiative to inquire about employee needs and opinions

Planning, Organizing and Decision Making

- Sets precise, measurable goals that are realistic, challenging and compatible with organization goals
- Able to prioritize work and manage time effectively; Sets realistic deadlines for self and others and ensures deadlines are met
- Anticipates problems and plans accordingly; observes early signs of changing conditions and responds effectively; acts versus reacts
- Initiates new approaches and ideas
- Approaches problems as part of an overall system rather than reacting to them in isolation
- Uses data to make informed decisions.
- Maintains a sense of urgency in solving problems

Comments: _____

Employee Signature _____ Date _____