

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

CBFS SUPERVISOR

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

Supervision, Support and Development of Center Based Family Specialist

Oversee and provide coordination to Center Based Family Specialists.	ME	NI	U
Use reflective practices to supervise, mentor and evaluate Center Based Family Specialists in a timely and professional manner.	ME	NI	U
Provide Center Based Family Specialists with appropriate training and support to accomplish program goals.	ME	NI	U
Assist Center Based Family Specialists through support and consultation and referrals for internal as well as external appropriate resources services including housing, accredited child care and health.	ME	NI	U
Review and provide support and technical assistance to Center Based Family Specialists regarding appropriate follow up action for all referrals and services.	ME	NI	U
Conduct weekly meetings with Center Based Family Specialists to provide technical assistance and support, and to direct and coordinate services.	ME	NI	U
Assist Center Based Family Specialists in ensuring opportunities for families to participate in programming and ensure parent involvement records are completed.	ME	NI	U
Maintain professional competence, knowledge and skills necessary for satisfactory performance of all assigned responsibilities.	ME	NI	U
Act as a resource for Center Based Family Specialists with high risk families.	ME	NI	U

Ensure Center Based Family Specialists complete enrollments, required screenings, health checkups, and home visits as required.	ME	NI	U
---------------------------------------------------------------------------------------------------------------------------------	----	----	---

Comments:

Recordkeeping and Compliance

Comply with agency policies, procedures and regulations and oversee compliance of Center Based Family Specialists.	ME	NI	U
Ensure families and children receive appropriate direct and indirect services as outlined in the Agency Work Plans and the Performance Standards.	ME	NI	U
Review Child Plus reports to ensure compliance with Head Start Program Performance Standards.	ME	NI	U
Review and support maintenance of records for all referrals and services provided to families.	ME	NI	U
Ensure that all information, referrals, services, and recommendations are documented in Child Plus.	ME	NI	U

Comments:

Agency Support

Work collaboratively with agency leadership to support families enrolled in Early Head Start Child Care Partner sites with maintaining child care subsidy.	ME	NI	U
When assigned work collaboratively with staff at EHS Child Care Partner programs. Ensure information is communicated to supervisor. Maintain professional competence, knowledge and skills necessary for satisfactory performance of all assigned responsibilities.	ME	NI	U
Assist child care providers in ensuring that comprehensive family services are provided at child care partner sites.	ME	NI	U
Maintain professional competence, knowledge and skills necessary for satisfactory performance of all assigned responsibilities.	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