

# REACH DANE REACH GREEN HEAD START

## NON-SUPERVISORY EVALUATION FORM

### CENTER BASED FAMILY SPECIALIST

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:

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#### Key Performance Factors:

Comply with agency policies, procedures and regulations	ME	NI	U
Maintain confidentiality of information in relation to staff, children and families	ME	NI	U
Be responsible for the recruitment and enrollment of children, ensuring a full class at all times	ME	NI	U
Make initial contacts with families for orientation to Head Start and Early Head Start, and develop a plan for home visits, which may need to occur on evenings or weekends to accommodate the working schedules of parents	ME	NI	U
Encourage, recruit and facilitate parents to be actively involved in the program (PAC's, HSPP, parent support groups, parenting classes, committees, volunteering, etc.)	ME	NI	U
Conduct comprehensive family needs assessments and assist families in developing meaningful goals that affectively address family needs, self-sufficiency / social competency and strengthen the role of the parent and the parent/child relationship. Work with family to develop a Family Partnership Agreement containing appropriate goals for both parent and child	ME	NI	U
Organize materials and assist parents in planning activities, which encompass the developed goals	ME	NI	U
Arrange transportation for families as needed to community service providers	ME	NI	U

Assist in the development and facilitation of Parent Advisory Committee Meetings, which will provide opportunities for parent and family growth	ME	NI	U
Work with staff and community agencies to ensure a coordinated team approach to service delivery by maintaining on-going communication, attending Program Service Coordination and community in-house case management meetings. Facilitate linkage between families and community making appropriate referrals and participation in mutual support activities	ME	NI	U
Co-facilitate group program for fathers and other significant males of Early Head Start children and keep appropriate records of participation	ME	NI	U
Ensure children receive all necessary health care as determined by Head Start / EHS Performance Standards, HMO requirements, and program medical staff	ME	NI	U
Work with Child Care Center team to coordinate planning and service delivery	ME	NI	U
Ensure required paperwork, reports, and other records are completed in a timely manner following established agency procedures	ME	NI	U
Attend and participate in all required meetings and trainings	ME	NI	U
Provide assistance to and perform other job-related duties as requested by supervisor	ME	NI	U
Maintain the professional competence, knowledge, and skills necessary for the satisfactory performance of all assigned responsibilities	ME	NI	U
Assist families in accomplishing program objectives, including child health and attendance requirements	ME	NI	U
Promote parent involvement in Early Head Start through the provisions of information on its importance and benefits for their child, themselves and the agency	ME	NI	U
Assist parents in taking advantage of the various parent involvement opportunities as they relate to their interests, needs and goals	ME	NI	U
Assist in the implementation of agency wide special events and trainings provided for the parents, children and families	ME	NI	U
Assist families with obtaining and maintaining Child Care Subsidy through the appropriate agency	ME	NI	U
Assist Site Directors with collecting co-pays if required and record information on computer as needed	ME	NI	U
Accompany and deliver children on field trips and bus routes to their homes as needed/requested	ME	NI	U
Assist in the classroom when needed and with assessments and attendance issues	ME	NI	U
Transport children to and from health and / or dental appointments	ME	NI	U
Ensure successful response to parent employment support	ME	NI	U
Ensure supportive, trusting relationships with parent(s) that will result in optimal progress on family and child goals	ME	NI	U
Demonstrate positive attitude with participants, fellow staff and the community at large	ME	NI	U

Comments:

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**Outstanding Acknowledgements:**

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**Goals or improvements sought for next evaluation:**

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**Agreed upon action plan to meet goal:**

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**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**