

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

CENTER BASED FAMILY SPECIALIST 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:

Comply with agency policies, procedures and regulations	ME	NI	U
Maintain confidentiality of information in relation to staff, children and families	ME	NI	U
Oversee and provide coordination to Center Based Family Specialists	ME	NI	U
Provide CBFS with appropriate training and support to accomplish program goals.	ME	NI	U
Use reflective practices to supervise, mentor & evaluate CBFS in a timely and professional manner.	ME	NI	U
Comply with agency policies, procedures & regulations & oversee compliance of CBFS.	ME	NI	U
Ensure families and children receive appropriate direct & indirect services as outlined in the Agency Work Plans & the Performance Standards.	ME	NI	U
Assist CBFS through support and consultation and referrals for internal as well as external appropriate resources, including, housing, accredited child care and health.	ME	NI	U
Review Child Plus reports to ensure compliance with HS 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
Review and provide support and technical assistance to CBFS regarding appropriate	ME	NI	U

follow up action for all referrals and services.			
Work collaboratively with agency leadership to support families in EHS CCP sites with maintaining child care subsidy.	ME	NI	U
Conduct weekly meetings with CBFS to provide technical assistance and support and to direct and coordinate services.	ME	NI	U
Assist CBFS in ensuring opportunities for families to participate in programming and ensure parent involvement records are completed.	ME	NI	U
When assigned work collaboratively with staff at EHS CCP programs. Ensure information is communicated to supervisor.	ME	NI	U
Maintain the professional competence, knowledge, and skills necessary for the satisfactory performance of all assigned responsibilities	ME	NI	U
Provide assistance to and perform additional job related duties as assigned.	ME	NI	U
Assist child care providers in ensuring that comprehensive family services are provided at child care partner sites.	ME	NI	U
Act as a resource for CBFS with high risk families.	ME	NI	U
Ensure CBFS complete enrollments, required screenings, health checkups and home visits as required.	ME	NI	U

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goal:

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**