

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

CENTER DIRECTOR CDS

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

Child Development Specialist Duties

Conduct formal assessments of classroom environments (including CLASS) and the regular monitoring of environments and implementation of strategies for achieving excellence in Early Childhood program environments	ME	NI	U
Review Teacher lesson plans to ensure that strategies for planned outcomes are appropriate, successful and in line with agency School Readiness goals	ME	NI	U
Ensure agency compliance with Head Start Performance Standards, Wisconsin Day Care License requirements, Child Care Accreditation Standards, and other current and future regulations pertinent to agency programming	ME	NI	U
Assure the implementation of a developmentally appropriate classroom and bus curriculum that will enhance the growth and development of children at risk of educational failure, contribute to the development of social competence, and provide an environment rich in creative experiences	ME	NI	U
Coordinate the implementation of the Creative Curriculum and GOLD assessment with all classrooms	ME	NI	U
Utilize child outcomes and CLASS data to support teachers in the development of appropriate teaching techniques, environments and staff interactions by: providing resources, modeling, responding to specific training requests from staff, assisting in	ME	NI	U

daily operations problem solving, orientation of new staff, personnel action, staff development and onsite observation and supervision, using a coaching model of one to one feedback			
Provide supervision of assigned staff through regular observation, assessment, on site file reviews, timely written and verbal feedback for support and guidance, addressing areas of concern in a timely manner and ensuring the Introductory and annual performance evaluations are completed on time	ME	NI	U
Ensure that agency programs provide quality comprehensive services including health, nutrition, mental health and family engagement for all classroom participants	ME	NI	U
Provide oversight to ensure follow through on required health information, including physicals, immunizations, vision exams, dental exams, hearing exams as well as heights and weights; ensure that follow-up is completed for needed care and that documentation is received in a timely manner	ME	NI	U
Provide family worker oversight that assures the support and resources needed to successfully complete family goals and activities, health and other family and child needs as identified	ME	NI	U
Ensure the quality care, safety and nurturance of all site children at all times, including during transportation, playground activities and through the enforcement of tracking activities	ME	NI	U
Assure maintenance of City Accreditation of assigned sites	ME	NI	U
Assure that sites have the supplies and equipment necessary for quality individual programming and that it is maintained in good condition	ME	NI	U
Provide guidance and assistance to staff in the maintenance of a clean, safe and orderly classroom environment	ME	NI	U
Assure parent/child educational activities that extend classroom education and encourage and support the engagement of parents as the child's primary educator	ME	NI	U
Ensure that all parents are treated with respect at all times and that they are encouraged to become involved in agency programming	ME	NI	U
Supervise Teachers, assuring their compliance with agency policies, program requirements and job responsibilities; conduct meetings and provide professional development that will assure consistency and coordination in agency programming	ME	NI	U
Assure the use and implementation of the GOLD reporting system to provide needed child outcomes data	ME	NI	U
Assure the coordination and integration of child development operations with other agency departments / components	ME	NI	U
Advocate for needed services for children and their families within the agency, the early childhood community and the community at large	ME	NI	U
Provide individualized coaching with teachers to analyze individual and classroom child outcomes data that support the attainment of the agencies School Readiness goals	ME	NI	U
Review site related budgets to support sound fiscal practices that promote the achievement of overall agency goals	ME	NI	U
Conduct CLASS observations on assigned classrooms three times per year, debrief scores with individual teachers, provide professional development to improve CLASS scores and maintain annually	ME	NI	U
Serve as a professional child development specialist of Reach Dane, cooperating with both internal staff and the early childhood community	ME	NI	U
Maintain the professional competence, knowledge and skills necessary for excellent performance of all assigned responsibilities	ME	NI	U
Attend meetings as required or assigned	ME	NI	U
Support and assist the Child Development and Educational Services Director in ensuring highly successful comprehensive Child Development agency services	ME	NI	U
Provide timely and accurate information and feedback to the Child Development and Educational Services Director through verbal/written reports, meeting participation and on-going open communication	ME	NI	U
Assist in ensuring progressively successful child outcomes	ME	NI	U
Comply with and oversee assigned staff's compliance, with agency policies and program requirements	ME	NI	U
Maintain a professional manner at all times	ME	NI	U
Perform other duties as delegated	ME	NI	U

Comments:

Multi-Site Responsibilities

Provides orientation to new team members at the site within the timeframe required using Site Specific Orientation Checklist (Form 389A)	ME	NI	U
Ensure that staff meet educational requirements for the position and complete required yearly training	ME	NI	U
Conducts and documents weekly team meetings; has a system for team input into agendas	ME	NI	U
Complies with city of Madison accreditation	ME	NI	U
Conduct Program Service Coordination (PSC) meeting with assigned staff and ensure follow through on required tasks	ME	NI	U
Coordinates and collaborates with public school when applicable	ME	NI	U
Ensures volunteers are trained and supervised and all appropriate paperwork is completed and on file	ME	NI	U
Actively participates in and supports recruitment	ME	NI	U
Seeks out community resources and uses to enhance family support and classroom programming	ME	NI	U
Communicate and recommend to administration any maintenance needs	ME	NI	U
Assure general maintenance and security of facility	ME	NI	U
Assist in inventory of all site equipment	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 _____