

REACH DANE REACH GREEN HEAD START

NON - SUPERVISORY EVALUATION FORM

CHILD SERVICE/ENROLLMENT 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:

Key Performance Factors from Job Description

Enrollment, Selection, Registration and Attendance Tracking

Act as a resource to parents on the various programs offered by Reach Dane Reach Green including Head Start, Early Head Start, Child Care and Satellite Family Child Care	ME	NI	U
Assist with the recruitment, selection and registration process, insuring timely application processing, form review and follow up, including referrals from community agencies	ME	NI	U
Communicate with families informing them of enrollment / acceptance status and the need for additional information or to schedule enrollment interviews with the agency	ME	NI	U
Assist with monitoring enrollment, income eligibility, disabilities and / or waiting list information, notifying supervisor and management of areas that are of concern	ME	NI	U
See that all necessary forms are completed, signed, and available in a permanent file for each child	ME	NI	U
Be back-up for compiling and calculating attendance and DPI data received from site via Child Attendance / Meal Count Forms	ME	NI	U

Comments:

Key Performance Factors from Job Description
Communications and Miscellaneous

Provide administrative support to the Enrollment Manager as assigned	ME	NI	U
Perform frequent telephone and in-person contact with administrative staff, consultants, teaching staff, parents and community in a professional manner	ME	NI	U
Requires regular and accurate written correspondence and use of network systems to enable the timely transfer of information	ME	NI	U
Maintain confidentiality of all agency information, including information relative to children, families, and staff	ME	NI	U
Attend meetings and participate in related committees and training as needed	ME	NI	U
Other duties and special projects as assigned	ME	NI	U
Understand, interpret and implement policies and procedures	ME	NI	U
Organize files and maintain records	ME	NI	U
Schedule rooms, attend meetings, record minutes, make telephone calls and provide other services as needed	ME	NI	U
Frequent written memos, including electronic mail, correspondence, and reports for the purpose of documentation and general information	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**