

REACH DANE REACH GREEN HEAD START

NON - SUPERVISORY EVALUATION FORM

CHILD SERVICES/DATABASE 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

Develop and maintain a system for the efficient processing of participant information including data entry, filing and reporting to various sources	ME	NI	U
Coordinate efforts with teachers, family outreach workers and program supervisors to obtain all necessary health and educational services for children	ME	NI	U
Research needed screening and assessment information from clinics and public health departments, etc and ensure this information is documented and shared with appropriate staff and supervisors	ME	NI	U
Coordinate agency health screening events including enrollment events / clinics, UW speech and hearing screenings, dental events and follow-up work	ME	NI	U
Participate in health check clinics and prepare billing information when possible	ME	NI	U
Plan, coordinate and implement agency-wide children's activities such as class photos and other special projects as requested	ME	NI	U
Secure and maintain the inventory of program related health consumables and materials; work with administrative staff to ensure needed program consumables are distributed as necessary	ME	NI	U
Assist in monitoring program operations through analyzing data, tracking responses to requests for services, and updating relevant child information into the Access	ME	NI	U

database and master files			
Continually monitor agency information needs and design new or modify existing systems to meet changing needs	ME	NI	U
Generate reports and analyze information to assist in agency planning	ME	NI	U
Create reports and compile statistical summaries utilizing various sources of information	ME	NI	U
Attend program meetings to assist with planning and coordination as requested	ME	NI	U
Assist in gather and reporting all necessary information from staff for the Program Information Report (PIR)	ME	NI	U
Perform all other duties as requested and assigned by supervisor	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 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

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**