

# REACH DANE REACH GREEN HEAD START

## NON - SUPERVISORY EVALUATION FORM

### CHILD AND FAMILY OUTREACH WORKER

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 from Job Description

##### Direct Service to Children and Families

Using a Trauma Informed approach, develop and maintain trusting, effective working relationships with assigned families that demonstrate compassion, respect, understanding, cultural competence	ME	NI	U
Maintain effective and appropriate practice of "Head Start Relationship-Based Competencies" <ul style="list-style-type: none"> <li>○ Engage in mutually respectful goal oriented partnerships with families to promote parent-child relationships and family well-being               <ul style="list-style-type: none"> <li>▪ Identify and acknowledge parent strengths and provide individualized services</li> <li>▪ Provide emotional support to parents; communicate honestly, sensitively, and empathetically</li> </ul> </li> <li>○ Respect and respond appropriately to the culture, language, values and family structures of each family served</li> <li>○ Support families' safety, health, financial stability, life goals, and aspirations</li> </ul>	ME	NI	U

<ul style="list-style-type: none"> <li>▪ Ensure family members receive all necessary health care as determined by Head Start Performance Standards, HMO requirements, and program medical staff</li> </ul>	ME	NI	U
Conduct frequent home visits (minimum bi-monthly) with each assigned family based on needs of the family	ME	NI	U
Contact each family on a (minimum) monthly basis to offer support, support progress on goals, provide connection to appropriate community agencies	ME	NI	U
Using the Office of Head Start (OHS) Parent, Family, and Community Engagement (PFCE) framework, conduct comprehensive family needs assessments focusing on supporting the seven OHS Family Engagement Outcomes: <ul style="list-style-type: none"> <li>○ Family Well Being</li> <li>○ Parent/Child Relationships</li> <li>○ Families as Lifelong Educators</li> <li>○ Families as Learners</li> <li>○ Family Engagement in Transitions</li> <li>○ Family Connections to Peers and Community</li> <li>○ Families as Advocates and Leaders</li> </ul>	ME	NI	U
Collaborate with families to develop Family Partnership Agreements that identify strengths, goals, and needed resources based on PFCE seven outcomes	ME	NI	U
Provide resources, referrals, and support to families related to housing, employment, mental health, education, health, and financial literacy services	ME	NI	U
Work with families to strengthen and enhance parent-child relationships through home visits, Family Fun Events, and workshops	ME	NI	U
Plan, implement, evaluate monthly Family Fun Events utilizing PFCE framework	ME	NI	U
Encourage and support parents to volunteer in the classroom, offer feedback to learning opportunities, and work with their child at home to enhance their expertise and role as educators	ME	NI	U
Refer families to community resources focused on Adult Basic Education, GED, English as a Second Language, AA and BA degree programs as appropriate	ME	NI	U
Support positive and supportive transitions to Early Head Start families transitioning to Head Start	ME	NI	U
Assist all families in transitioning to kindergarten and navigating the public school system	ME	NI	U
Encourage and facilitate parent connections to one another through Family Fun Events, parent workshops, and opportunities to work together to support the program	ME	NI	U
Encourage the development of leadership skills through PAC positions as well as supporting parent participation in HSPC	ME	NI	U
Support parents of children with disabilities in advocating for their rights under the IDEA	ME	NI	U
Ride the school bus a minimum of 1 time per week per assigned classroom as applicable	ME	NI	U
Support children in the classroom, minimum five hours per week, more depending on needs of classroom by building positive, nurturing, supportive relationships	ME	NI	U
Practice and support "Universal practices" in the classroom <ul style="list-style-type: none"> <li>○ Show positive attention: 5:1 ratio</li> <li>○ Teach Behavior expectations for each routine</li> <li>○ Teach positive peer-related social skill</li> <li>○ Use visual schedule</li> <li>○ Use predictable routines within routines</li> </ul>	ME	NI	U
Demonstrate ability to understand and practice Positive Guidance practices	ME	NI	U
Collect and analyze information to find new solutions to challenges as part of ongoing monitoring in order to continuously improve services; utilize "Ecological Thinking" in work with families	ME	NI	U
Maintain appropriate personal boundaries with all children and families served	ME	NI	U
Promptly and appropriately report harm or threatened harm to a child's health or welfare to child protective services following established agency procedures	ME	NI	U

Comments:

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**Compliance and Documentation**

Ensure compliance with Head Start Performance Standards as it relates to health screenings including medical, dental, height/weight, vision, hearing, and social-emotional screening	ME	NI	U
Assist families in scheduling, attending, and following-up on any needed medical and dental treatment for their enrolled child(ren)	ME	NI	U
Participate in proactive recruitment strategies and engage prospective Head Start families	ME	NI	U
Complete enrollment paperwork with assigned families	ME	NI	U
Ensure required logs, reports, and other records are completed and submitted in a timely manner following established agency procedures	ME	NI	U
Keep and maintain accurate records and documentation of all contacts with families and services provided	ME	NI	U
Maintain confidentiality of all information related to children and families in accordance with agency policies	ME	NI	U

Comments:

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**Community Partnership and Service Coordination**

Actively participate in recruitment opportunities to ensure that programs remain fully enrolled	ME	NI	U
Work with neighborhood/community groups to promote increased awareness of Head Start, advocate for and coordinate services for children and families	ME	NI	U
Work closely with classroom and program staff to ensure seamless, coordinated services to children and families	ME	NI	U
Work with agency staff and community resources to ensure a coordinated team approach for children and families with multiple needs and providers	ME	NI	U

Comments:

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**Staff Development and Misc.**

Actively participate in regular reflective supervision with assigned Program Manager; regularly examine own emotional responses to the work, thoughts, feelings, strengths and areas for growth			
Actively participate in monthly mentoring meetings with Family Engagement Manager/Supervisor and Mental Health Manager			
Participate in professional development opportunities including agency trainings to further knowledge and expertise in serving low-income children and families			
Attend and participate in all job-related meetings, trainings and program development activities			
Provide assistance to and perform other job-related duties as assigned by supervisor			

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 goals:**

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3. 

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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**