

REACH DANE REACH GREEN HEAD START

NON - SUPERVISORY EVALUATION FORM

CHILD AND FAMILY PROGRAMMING OFFICER

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

Direct Service to Children and Families

Ensure agency compliance with Head Start Performance Standards, Wisconsin Day Care Licensing requirements, and other child care regulations pertinent to agency programming for 0-5 populations.	ME	NI	U
Ensure that parents of enrolled children are encouraged and supported as the primary educators for their child; that they are treated with respect and encouraged to become involved in agency programming.	ME	NI	U
Provide oversight of Comprehensive Services Director, Education Managers, and other program managers as assigned; ensure their compliance with agency philosophy, policies, program requirements and job responsibilities; conduct meetings and ensure training and technical assistance that will ensure consistency and coordination in programming.	ME	NI	U
Provide oversight and monitoring of Head Start and Early Head Start program operations.	ME	NI	U
Ensure that families receive appropriate support services that will enable them to support their child's development and progress toward self-sufficiency.	ME	NI	U

Provide leadership to the agency's Head Start Management team and ensure coordination between departments and department managers.	ME	NI	U
Serve as a member of the agency's Leadership team and ensure ongoing communication and collaboration with other agency directors.	ME	NI	U
Assist in preparing the EHS and EHS Child Care Partnership budgets for planned activities and resources and monitor expenditures reporting potential problems to the Executive Director and Finance Director.	ME	NI	U
Assist the Executive Director with annual grant applications and other grant opportunities on an as needed basis.	ME	NI	U
Assist the Executive Director with the development of the annual training and technical assistance plan and budgets for Head Start/Early Head Start.	ME	NI	U
Assist the Executive Director with conducting the annual self-assessment and ensure follow up on identified areas of program improvement.	ME	NI	U
Implement a strength-based, needs driven philosophy and process for serving the diverse needs of agency families.	ME	NI	U
Supports and develops strategic agency collaborations including 4K programming.	ME	NI	U
Assist in the planning, development and review of agency programming and services.	ME	NI	U
Develop and maintain effective records and documentation and complete all required reports and ensure that participant records are complete and up to date.	ME	NI	U
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Be an advocate for needed services for children and families and represent Reach Dane in a professional and knowledgeable manner.	ME	NI	U
Ensure all materials provided by the agency are culturally sensitive and provided in the language of the participants.	ME	NI	U
Assume other duties as assigned by the Executive Director.	ME	NI	U

Comments:

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,	ME	NI	U
Demonstrates effective listening skills and makes productive use of the information.	ME	NI	U
Communicates openly.	ME	NI	U
Participates actively in meetings; makes meaningful contributions.	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**