

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

CONSULTANT II

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:

Provider Support

| | | | |
|--|----|----|---|
| Work to accredit / re-accredit providers on an annual basis | ME | NI | U |
| Conduct telephone consultations with providers as needed | ME | NI | U |
| Conduct home visits for compliance and support purposes at least quarterly | ME | NI | U |
| Arrange for drop off or pick up of unit kits, equipment and resource material | ME | NI | U |
| Provide support respite when available and necessary | ME | NI | U |
| Provide assistance with county certification or state licensing compliance as needed | ME | NI | U |
| Assist providers working towards their national accreditation | ME | NI | U |

Comments:

Provider Enrollment

| | | | |
|--|----|----|---|
| Provide information to potential providers | ME | NI | U |
| Conduct as many enrollment visits as necessary to complete the provider enrollment | ME | NI | U |

| | | | |
|---------|--|--|--|
| process | | | |
|---------|--|--|--|

Comments:

Parent Support

| | | | |
|---|----|----|---|
| Contact new parents to explain Satellite services and support | ME | NI | U |
| Consult with parents about child care, provider or parenting questions and concerns | ME | NI | U |
| Address parent concerns and complaints and handle them according to agency policy | ME | NI | U |
| When necessary, act as a mediator for parent / provider disputes | ME | NI | U |

Comments:

Training

| | | | |
|---|----|----|---|
| Assist in planning, facilitating, and implementing Satellite training | ME | NI | U |
| Develop and assist with provider mentoring | ME | NI | U |
| Attend and document 25 hours of continuing education per year | ME | NI | U |

Comments:

Record Keeping

| | | | |
|--|----|----|---|
| Maintain provider files, keeping all records current | ME | NI | U |
| Maintain a quarterly phone and email record and a quarterly record of provider visits | ME | NI | U |
| Complete monthly and quarterly reports in a timely manner | ME | NI | U |
| Notify Satellite Administrative Assistant of provider and child terminations, enrollments, and changes in children's schedules | ME | NI | U |
| Notify Satellite Administrative Assistant of provider accreditation and re-accreditation status | ME | NI | U |

Comments:

Agency Support

| | | | |
|--|----|----|---|
| Work with a support group in a liaison role | ME | NI | U |
| Provide articles, information and new provider bios for quarterly newsletter | ME | NI | U |
| Participate in Satellite team meetings and Consultant meetings | ME | NI | U |
| Assist with Satellite fund raising | ME | NI | U |
| Perform any other work assignment as requested by supervisor | ME | NI | U |

Comments:

Translations

| | | | |
|--|----|----|---|
| Translate documents as needed | ME | NI | U |
| Interpretation support for meetings or trainings as needed | ME | NI | U |

Comments:

Additional Responsibilities

| | | | |
|---|----|----|---|
| Collect Spanish materials that are comparable to the English materials to be used as parent and provider resources | ME | NI | U |
| Monitor Spanish Web Site | ME | NI | U |
| Complete monthly and quarterly reports in a timely manner | ME | NI | U |
| Coordinate with Satellite staff' to ensure culturally and developmentally appropriate materials in the unit kits and resource library | ME | NI | U |

Comments:

Collaboration

| | | | |
|---|----|----|---|
| Collaborate as needed with 4-C for services to Spanish speaking providers | ME | NI | U |
| Participate in trainings and/or conferences that support the Spanish-speaking providers and parents | ME | NI | U |

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goal:

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**