

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

DISABILITY 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:

Ensure and maintain all required records in an accurate and timely manner	ME	NI	U
Ensure that all children with special needs have a current IEP or IFSP and Head Start IEP that is aligned with those of other involved service providers and includes the best possible response and outcomes for children	ME	NI	U
Maximize the agency's use of the community referral system for children with disabilities and implement and maintain a responsive system for children referred / recognized by staff or families as needing special services	ME	NI	U
Develop and implement services that are responsive to the needs of children in the classrooms and in the home and for parent support and education that leads to their involvement in their child's IEP and, if applicable, that respond to the child's IEPs or IFSP <ul style="list-style-type: none">○ Responsible for the development and implementation of a system for involving parents and soliciting parent information and ensuring support for parents with disabilities○ Ensure that parents are provided assistance in obtaining needed equipment and medication for their child's needs○ Ensure that parents are involved in on-going communication with	ME	NI	U

staff regarding their child's special needs			
Ensure that parent requests are received regarding needed accommodations <ul style="list-style-type: none"> ○ Share parent information with appropriate staff in a manner that is respectful and confidential ○ Ensure support for parents' participation in needed interventions for children with disabilities 	ME	NI	U
Determine any accessibility issues in agency facilities ensuring that needed equipment / supplies are available for disabled children and that equipment/supplies are maintained during the duration of the child's need	ME	NI	U
Coordinate educational training, activities, resources and technical assistance for Reach Dane staff that will result in an understanding of all agency and staff requirements in the areas of disability services, and their role in successfully providing services for special needs children and their families	ME	NI	U
Provide support and expertise to the Child Health & Development Director in the development of work plans and policies and procedures that respond to federal, state and local disability requirements and to the needs of enrolled children with disabilities and their families	ME	NI	U
Maintain current interagency agreements and coordination with service providers of disabled children that include coordination of dual placements, regular communication, and implementation strategies that meet the current requirements of IDEA and EPSDT	ME	NI	U
Provide regular, on-going direct support to staff working with children with special needs / disabilities and direct intervention, as needed, with enrolled children with these needs	ME	NI	U
Ensure optimal resources for children and staff tools in working with children	ME	NI	U
Educate family workers, teacher assistants in understanding the special needs of children and how to relate to and enhance the parents understanding and successful involvement with their child	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**