

# REACH DANE REACH GREEN HEAD START

## SUPERVISORY EVALUATION FORM

### EHS COMPREHENSIVE SERVICE DIRECTOR

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

Ensure agency compliance with Head Start Performance Standards, Wisconsin Day Care License requirements, and other child care regulations pertinent to agency programming for 0-3 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 Early Head Start, Parent Engagement, and Health/Nutrition programming and program managers; 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
Work collaboratively with Education Managers to provide oversight and monitoring of center based EHS and EHS Child Care Partnership programs.	ME	NI	U
Ensure the coordination and integration of EHS, Parent Engagement, and Health/Nutrition operations with other agency departments / components.	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
Based on current research and successful practices, develop and maintain annually	ME	NI	U

written Family and Community Partnership and Health Work Plans, and ensure that other work plans respond effectively to the EHS program needs.			
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 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
Oversee the implementation of an ongoing monitoring system to ensure successful programming.	ME	NI	U
Implement a strength-based, needs driven philosophy and process for serving the diverse needs of agency families.	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
Be an advocate for needed services for children and families and represent the Dane County Parent Council 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:

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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**