

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

EHS HOME BASED MANAGER

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

Supervise assigned Family Advocates. May additionally provide supervision to related program staff as assigned by the EHS Comprehensive Services Director	ME	NI	U
Use reflective practices to supervise, mentor and evaluate Family Advocates in a timely and professional manner	ME	NI	U
Facilitate weekly mentoring meetings with Family Advocates to provide ongoing opportunities for reflective practice/case discussion	ME	NI	U
Work with designated Mental Health Consultant and Pediatric Nurse Practitioners to provide appropriate support for Family Advocates working with high risk families	ME	NI	U
Monitor and ensure program compliance with all Program Performance Standards for the Early Head Start home-based model and additional home visiting programs as appropriate	ME	NI	U
Work collaboratively with the Health/Nutrition Manager, Enrollment Manager, and Disabilities Coordinator to ensure compliance in these component areas	ME	NI	U
Provide Family Advocates with training on child assessment and curriculum and track progress on the agency's School Readiness goals	ME	NI	U
Comply with agency policies, procedures and regulations and oversee compliance of Family Advocates	ME	NI	U

Ensure families and children receive appropriate direct and indirect services as outlined in the Agency Work Plans and the Performance Standards	ME	NI	U
Assist Family Advocates through support and consultation and referrals for internal as well as external appropriate resources services including housing, accredited child care and health	ME	NI	U
Utilize Child Plus for ongoing monitoring of health, mental health, disabilities, and family services data	ME	NI	U
Represent the Early Head Start program option on agency committees (i.e. School Readiness, Head Start Management team) as assigned by the EHS Comprehensive Services Director	ME	NI	U
Assist the EHS Comprehensive Services Director with the development of the Training and Technical Assistance plan to ensure appropriate support for ongoing training opportunities	ME	NI	U
Assist the EHS Comprehensive Services Director with updating Early Head Start home based program policy and procedures on an annual basis	ME	NI	U
Ensure data reporting requirements for specific grants/projects are met and maintained as needed	ME	NI	U
Conduct weekly meetings with Family Advocates to provide technical assistance and support, and to direct and coordinate services	ME	NI	U
Support Family Advocates in planning socializations which support positive parent-child interactions	ME	NI	U
Attend and participate in Early Head Start and other grant specific trainings and meetings	ME	NI	U
Act as liaison to appropriate community partners; facilitate and attend community outreach meetings as needed	ME	NI	U
Maintain confidentiality of all information related to staff, children, and families	ME	NI	U
Maintain professional competence, knowledge and skills necessary for satisfactory performance of all assigned responsibilities	ME	NI	U
Perform additional job related duties as assigned by the EHS Comprehensive Services Director	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

AGENCY WIDE PERFORMANCE FACTORS – SUPERVISOR

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
- Demonstrates effective listening skills and makes productive use of the information
- Communicates openly
- Participates actively in meetings; makes meaningful contributions

Working Collaboratively

- Supports agency goals, initiative, mission, values and vision
- Supports Trauma-Informed Care (TIC) Values: Safety, Trustworthiness, Choice, Collaboration; and Empowerment
- Shares appropriate information with team members and administration

Professional Behavior/Judgment/Initiative/Confidentiality

- Maintains a positive and professional attitude and approachable style while interacting with others. Polite, courteous, well-spoken when representing agency on and off the work site. Follows dress requirements for work
- Anticipates potential problems and takes preventative measures before they occur and consistently applies sound problem-solving skills
- Seeks out new assignments, suggests usable ideas, methods, techniques, and works effectively without supervision
- Maintains confidentiality of all agency information, including information relative to children, families, and staff

Work Quality/Productivity/Results

- Results oriented: Effectively sets goals and achieves high performance by using required levels of knowledge and skill for successful performance outcomes
- Demonstrates productive and accurate work while meeting deadlines and assures the same of direct reports
- Uses time management skills effectively
- Demonstrates problem solving ability resulting in positive suggestions for improvement

Interactions with others/Teamwork

- Sets a positive example for the team; motivates others; creates enthusiasm for team effort
- Promotes, models and maintains respectful working relationships with supervisor, team, other staff, parents and community
- Promotes and provides leadership toward a quality, healthy, creative, nurturing environment for children, families and staff that models dignity and respect
- Models, promotes and exhibits a positive and cooperative attitude; sets a model for teamwork that encourages common goals
- Listens reflectively and accepts suggestions willingly
- Supports for success and encourages the efforts and achievement of others
- Demonstrates shared responsibility for agency and departmental issues – jumps in and helps out as needed
- Promotes, models and maintains an approachable manner that encourages interactions with others
- Effectively builds the team, promoting strong working relationships
- Focuses on the greater good of the organization
- Collaborates effectively with others
- Exhibits an ability to adapt to change

Accountability

- Completes Job Description duties and understands the expected results to be achieved
- Meets commitments, gives and seeks feedback, takes responsibility for actions
- Completes and maintains required recordkeeping on a timely basis

- Arrives and is ready for work and appointments on time
- Routinely checks agency e-mails, voicemail and written correspondence and responds in an appropriate and timely manner
- Takes responsibility for professional growth, development, and continued education
- Complies with agency policies, procedures, and other local, state, and national requirements
- Assures safety and security practices and procedures are followed.

Leadership

- Provides guidance and direction to employees; assumes leadership in a positive way
- Asks for and is responsive to feedback on own management style
- Develops, communicates, and executes work expectations while using the expertise of team members effectively
- Identifies and resolves conflict/dissatisfaction issues
- Observes early signs of changing conditions; demonstrates adaptability and flexibility
- Offers creative and effective solutions
- Follows up to ensure that appropriate actions have been taken
- Takes initiative to inquire about customer needs and opinions
- Effectively handles and responds to customer and employee complaints

Managing People/Delegation

- Treats all employees with fairness and respect
- Provides clear, useful, objective and timely feedback to staff members; communicates clear performance expectations
- Assures direct reports are held accountable to performance expectations; supports direct reports in assuring employees meet accountability expectations
- Completes and maintains required recordkeeping on a timely basis (programmatic and personnel)
- Addresses conflict or differences of opinion in a positive and respectful manner
- Encourages creativity, independence and innovation in the workplace; open to new ideas; allows and supports employees to make decisions
- Delegates tasks to staff appropriately and in a respectful manner
- Communicates through appropriate verbal and nonverbal language in a manner that promotes professional growth
- Ensures hiring and training procedures, including NEO, are followed; ensures new employees are fully trained on all aspects of the job
- Encourages and develops customer service skills in employees.
- Takes initiative to inquire about employee needs and opinions

Planning, Organizing and Decision Making

- Sets precise, measurable goals that are realistic, challenging and compatible with organization goals
- Able to prioritize work and manage time effectively; Sets realistic deadlines for self and others and ensures deadlines are met
- Anticipates problems and plans accordingly; observes early signs of changing conditions and responds effectively; acts versus reacts
- Initiates new approaches and ideas
- Approaches problems as part of an overall system rather than reacting to them in isolation
- Uses data to make informed decisions.
- Maintains a sense of urgency in solving problems

Comments: _____

Employee Signature _____ Date _____