

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

EDUCATION PROGRAMING 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

Leadership/Vision

Ensure that the activities of this position and relevant programs are consistent with the mission, vision, and values of Reach Dane.	ME	NI	U
Prepare the plan for the Head Start school year and provide written reports on a monthly and quarterly basis to Grantee Agency.	ME	NI	U
Develop, implement and evaluate the service area and strategic plan for Education, Disabilities and Mental Health.	ME	NI	U
Develop, implement and evaluate the Creative Curriculum in the Head Start program; provide on-going monitoring and technical assistance.	ME	NI	U
Coordinate monthly training for Education, Disabilities and Mental Health staff on topics required by the Performance Standards.	ME	NI	U
Develop and implement classroom substitute training on an annual basis.	ME	NI	U
Consult with Professional Development and Coaching Supervisor for the Education, Disabilities and Mental Health Service Areas.	ME	NI	U
Cooperate with social service agencies and public and private schools for the purpose of assisting families with the transition to kindergarten.	ME	NI	U
Oversee the Child Center Staffing process and monitor progress	ME	NI	U
Ensure that any child with a suspected or diagnosed disability is identified and	ME	NI	U

receiving services in conjunction with the Disabilities and Mental Health Specialists.			
Maintain the budget for the education service area and track all spending for classroom supplies and field trips.	ME	NI	U
Participate in the hiring, evaluation and disciplinary process of staff in the Education service area.	ME	NI	U
Attend and participate in agency and community meetings as required and/or requested.	ME	NI	U
Assist with Head Start recruitment and enrollment of children in accordance with the recruitment plan.	ME	NI	U
Perform other duties as necessary to accomplish objectives.	ME	NI	U

Comments:

Data Driven Decision Making

Develop and implement qualitative and quantitative measures to evaluate program effectiveness against pre-established goals and outcomes; assess effectiveness and initiate continuous improvement practices through the development of new goals and plans.	ME	NI	U
Assure that staff utilizes assessment data to successfully plan for the individual needs of all children and that strategies for supporting School Readiness goals are achieved.	ME	NI	U
Assure all child assessments are completed, that comprehensive goal setting of outcomes is developed in a timely manner, conduct measurement of progress/achievement.	ME	NI	U
Assure the implementation of a reporting system that will provide needed agency information, provide for personnel guidance and the analysis of operations and participant outcomes and a successful response to identified needs.	ME	NI	U

Comments:

Oversight/Supervision

Lead the planning and professional development of staff, including strategies of educational learning, training and personal development that fulfill the agency's mission, goals and program requirements.	ME	NI	U
Provide oversight and input in hiring staff who meet agency qualifications for child development programming and have the qualities necessary to successfully serve our at risk population .	ME	NI	U
Supervise and lead the Center Director/Child Development Specialists, Multi-Classroom Site Directors, and Professional Development/Coaching Supervisor positions, and assure consistency in their compliance with agency policies, program requirements and job responsibilities; conduct meetings and provide for needed mentoring, professional development needs and that will assure consistency and coordination in programming.	ME	NI	U
Mentor and work with education staff on CLASS strategies and reliability certification as necessary.	ME	NI	U
Assure that high quality classroom equipment and materials are ordered and mentor the successful use of same.	ME	NI	U
Review professional development needs of 0-5 staff and progress in achieving quality individualized professional development plans.	ME	NI	U
Ensure personnel management and maximum utilization of staff by ensuring that duties are clearly defined, hold staff accountable through a system of performance reviews and work reviews, counsel employees in performance improvement and provide professional development opportunities.	ME	NI	U
Maintain a strength based approach with employees using open communication, solution focused efforts and creative thinking.	ME	NI	U

Comments:

Collaborative/Coordination within the Agency and Community

Develop and maintain educational work plans, policies and procedures and other documents that are responsive to Head Start Performance Standards and other program requirements.	ME	NI	U
Work collaboratively with the Education Compliance Manager to assure agency compliance with Head Start Child Development and Family/Community Partnership, Performance Standards, Wisconsin Child Care License Requirements, City Accreditation Standards, and other child care regulations pertinent to agency programming and the training and technical assistance needs of supervised staff.	ME	NI	U
Assure that parents of enrolled children are encouraged and supported as the primary educators of their child(ren) and that they are treated with respect and encouraged to become involved in agency programming.	ME	NI	U
Provide significant coordination and assistance to other agency departments and initiatives.	ME	NI	U
Advocate for needed services for children and their families within the agency, the early childhood community and the community at large.	ME	NI	U
Lead, and/or participate in the organization and implementation of federal mandates related to preschool educational programming when assigned.	ME	NI	U
Oversee and assist in the development of agency 4-K partnerships and in the ongoing planning, implementation and review of same .	ME	NI	U
Serve on community and agency committees as assigned by CEO.	ME	NI	U
Maintain the professional competence, knowledge and skills necessary for good performance in all assigned responsibilities.	ME	NI	U
Attend all meetings as required / assigned / needed.	ME	NI	U
Assist the CEO in the planning for, and implementation of, new program initiatives; in on-going agency planning and problem solving and in representing DCPC, in the community.	ME	NI	U
Perform other responsibilities as needed/requested.	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**