

# REACH DANE REACH GREEN HEAD START

## NON - SUPERVISORY EVALUATION FORM

### EDUCATION SERVICES COACH

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

Support agency compliance with Head Start Program Performance Standards, Wisconsin Child Care Licensing, and Child Care Accreditation standards	ME	NI	U
Conduct formal, ongoing assessments of classroom environments using CLASS, ECERS, TPOT to monitor and support classroom quality	ME	NI	U
Utilize child outcomes and CLASS data to support teachers in developing appropriate teaching techniques, environments and staff interactions with children by: providing resources, modeling, responding to specific training requests from staff, assisting with orientation of new staff, and using an evidence based coaching model to provide individualized feedback	ME	NI	U
Provide individualized coaching with teachers to analyze individual and classroom child outcomes data that supports the attainment of the agency's school readiness goals	ME	NI	U
Utilize CLASS as a professional development tool to provide teacher's with individualized feedback on performance and develop targeted professional development opportunities	ME	NI	U
Assure that needed resources, materials and technical assistance are available to assist educational staff in the provision of high quality services	ME	NI	U

Assist Professional Development/Coaching Specialist with analyzing and aggregating multiple sources of data (i.e. ECERS/ITERS, TPOT/TPITOS, CLASS, accreditation reviews, GOLD) to identify professional development needs and ensure progress toward the agency's school readiness goals	ME	NI	U
Review teacher lesson plans to ensure that strategies for planned outcomes are appropriate	ME	NI	U
Assure the implementation of a developmentally appropriate classroom and bus curriculum that will enhance the growth and development of enrolled children, contribute to the development of social competence, and provide an environment rich in creative experiences	ME	NI	U
Coordinate the implementation of the agency curriculum and assessment methods with assigned classrooms	ME	NI	U
Provide input to the agency's School Readiness and Pyramid Model Leadership teams as requested	ME	NI	U
Provide the Education Program Manager with ongoing feedback on implementation of the coaching model and identified professional development needs	ME	NI	U
Provide input to the Education Programming Manager in developing an annual training and technical assistance plan as requested	ME	NI	U
Supervise teachers, assuring their compliance with agency policies, program requirements, and job responsibilities	ME	NI	U
Assure the coordination and integration of child development operations with other agency departments/components	ME	NI	U
Assist with coordination of staff training for children with special needs	ME	NI	U
Maintain the professional competence, knowledge and skills necessary for the satisfactory performance of all assigned responsibilities	ME	NI	U
Advocate for needed services for children with agency programs, the early childhood community and the community at large	ME	NI	U
Obtain and maintain CLASS reliability and serve as CLASS observer as needed	ME	NI	U
Maintain a professional manner at all times	ME	NI	U
Attend all meetings and trainings as required	ME	NI	U
Perform all other duties as assigned or delegated	ME	NI	U

Comments:

**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**