

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

EDUCATION SUPPORT 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
Provide ongoing supervision to agency Site Directors utilizing a reflective practice model.	ME	NI	U
Work collaboratively with the Education Program Manager to ensure a comprehensive approach to early childhood education services is implemented consistently throughout the agency.	ME	NI	U
Facilitate Site Director team meetings to provide support for staff and share information.	ME	NI	U
Ensure implementation of the Head Start Program Performance Standards related to education.	ME	NI	U
Oversee the center staffing process and report any concerns to the Child and Family Programming Director.	ME	NI	U
Participate in the hiring, evaluation, and disciplinary process of staff in the Education Department.	ME	NI	U
Review licensing non-compliances from each site and develop a corrective action plan with input from the Site Directors.	ME	NI	U

Work collaboratively with the Head Start Management and Leadership teams to plan for the school year.	ME	NI	U
Ensure that any child with a suspected or diagnosed disability is identified and receiving services in conjunction with the Disabilities and Mental Health Specialists.	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
Provide data to the Executive Director for grant applications as requested.	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 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

Provide consistent, regularly scheduled supervision to agency Site Directors utilizing a reflective supervision model.	ME	NI	U
Assure that high quality classroom equipment and materials are ordered and mentor the successful use of same.	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

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
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 Reach Dane, 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**