

# REACH DANE REACH GREEN HEAD START

## SUPERVISORY EVALUATION FORM

### ENROLLMENT 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:

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#### Key Performance Factors from Job Description

##### System Management

Analyze community assessment information and facilitate planning efforts for enrollment, recruitment, selection, eligibility and attendance efforts and enrollment guidelines for Head Start (HS) and Early Head Start (EHS) programs.	ME	NI	U
Provide input and solutions to develop and or revise the agency's systems, policies and procedures.	ME	NI	U
Evaluate, design and monitor related systems and selection criteria.	ME	NI	U
Confirm full day eligibility for new and participating families.	ME	NI	U
Attend outreach events to recruit and engage families and children within the community.	ME	NI	U
Oversee processing applications for accuracy and timeliness.	ME	NI	U
Prepare and distribute timely reports and tracking regarding Enrollment, Recruitment, Selection, Eligibility and Attendance updates.	ME	NI	U
Maintain systems, database, files, etc. ensuring security of data.	ME	NI	U
Supervise Enrollment Specialists and Child Service/Enrollment and work closely with families; and provide guidance and direction.	ME	NI	U
Ensure records maintain and data in a confidential manner.	ME	NI	U
Monitor to ensure compliance related to funded enrollment, slot tracking, and	ME	NI	U

attendance. Submit monthly reports on HS Enterprise System.			
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Comments:

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### Compliance and Monitoring

Develop comprehensive monitoring systems and conduct on-going monitoring for Early Head Start/Head Start and State Preschool and General Child Care programs to ensure compliance with local, state and federal mandates.	ME	NI	U
Conduct on-going assessments of quality of service provision and progress towards meeting programmatic goals and report monitoring results.	ME	NI	U
Submit monthly child care program reports to the Executive Director.	ME	NI	U
Provide annual Program Information Report (PIR) for agency.	ME	NI	U
Prepare Monthly Management Report.	ME	NI	U
Research, analyze and interpret State and Federal regulations.	ME	NI	U
Keep current of any changes affecting federal rules, regulations and guidelines regarding the Head Start, Early Head Start, and General Child Care programs.	ME	NI	U

Comments:

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### Training

Design and deliver training to staff, community partners and parents on database documentation, eligibility and topics related to enrollment, recruitment, selection, eligibility and attendance regulations, policies and procedures.	ME	NI	U
Develop and provide training to staff of community childcare partners as needed to comply with HS/EHS enrollment, recruitment, selection, and eligibility and attendance requirements.	ME	NI	U

Comments:

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### Supervision

Supervise and support Enrollment Specialist 2 and Child Service/Enrollment.	ME	NI	U
Complete annual performance evaluations in a timely manner.	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:**

1. 

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2. 

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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**