

# REACH DANE REACH GREEN HEAD START

## NON - SUPERVISORY EVALUATION FORM

### ENROLLMENT SPECIALIST II

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

##### Enrollment, Selection, Registration and Attendance Tracking

Support the Enrollment Manager with ERSEA (Enrollment, Recruitment, Selection, Eligibility and Attendance) activities, including making decisions regarding applicant acceptance and ensuring compliance with Head Start Performance Standards and other regulatory or licensing agencies	ME	NI	U
Support the monitoring of ERSEA information needs and modifications of existing systems to meet changing requirements	ME	NI	U
Support the development of system documentation, policies and procedures to assigned projects	ME	NI	U
Act as a resource to parents on the various programs offered by Reach Dane Reach Green including Head Start, Early Head Start, Child Care and Satellite Family Child Care	ME	NI	U
Obtain appropriate information from parents to guide them to the program option that would best meet their needs	ME	NI	U
Primary responsibility for recruitment, selection, and enrollment process for child care	ME	NI	U
Assist with the recruitment, selection, and enrollment process for Head Start/Early	ME	NI	U

Head Start insuring timely application processing, form review and follow up, including referrals from community agencies			
Communicate with families informing them of enrollment / acceptance status and the need for additional information or to schedule enrollment interviews with the agency	ME	NI	U
Maintain full enrollment based on performance standards and regulations, working with sites to fill openings in an accurate and timely manner	ME	NI	U
Monitor enrollment, income eligibility, disabilities and / or waiting list information, notifying supervisor and management of areas that are of concern	ME	NI	U
See that all necessary forms are completed, signed, and available in a permanent file for each child	ME	NI	U
Responsible for implementing and maintaining the agency's master files for 5 years	ME	NI	U
Compile and calculate attendance and DPI data received from site via Child Attendance / Meal Count Forms	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**