

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

FAMILY ENGAGEMENT 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

Participates as a member of Reach Dane's School Readiness (SR) and Parent, Family, and Community Engagement Committee (PFCE) to ensure integration of support for family engagement as part of the agency's SR-PFCE Plan.	ME	NI	U
Oversees implementation of the PFCE framework and monitors family outcomes data.	ME	NI	U
Utilizes Community Needs Assessment data and PFCE framework to determine community partnership priorities and appropriate initiatives to best serve the needs of families.	ME	NI	U
Builds and maintain relationships with Community Partners and engage for training opportunities/partnerships/resources.	ME	NI	U
Ensures the development of appropriate philosophy, policies and procedures for family programming and for the implementation of defined PFCE goals.	ME	NI	U
Coordinates implements and evaluates Family Programming based on Office of Head Start priorities and family needs.	ME	NI	U
Develops, implements, and evaluates curriculum for children's programming and family learning experiences during Family Literacy nights and other Family Programming.	ME	NI	U

Works with assigned staff to provide high quality childcare and family learning experiences during HSPC and other family services programming.	ME	NI	U
Ensures the coordination and integration of Family Services operations with other agency departments/components.	ME	NI	U
Ensures that families receive appropriate services that will enable them to support their child's development and progress toward self-sufficiency.	ME	NI	U
Acts an advocate for needed services for children and families and represents Dane County Parent Council in a professional and knowledgeable manner.	ME	NI	U
Ensures that parents of enrolled children are encouraged and supported as the primary educators for their child(ren); that they are treated with respect and encouraged to become involved in agency programming.	ME	NI	U

Comments:

Department/Agency Support

Represents the needs of families and of staff providing services for families in agency planning and implementation of programming.	ME	NI	U
In coordination with the Head Start Management team, ensures that the individual training needs of all agency family service staff are identified and met.	ME	NI	U
Coordinates with Head Start Management Team in the development of a seamless system of coordinated 0-5 services.	ME	NI	U
Implements a trauma informed, strength-based, needs driven philosophy and process for serving the diverse needs of agency families.	ME	NI	U
As a member of the Head Start Management team, assists in the planning, development and review of agency programming and services.	ME	NI	U
Coordinates program staff meetings, ensures the planning and review of program services and communications among supervised staff and agency staff.	ME	NI	U
Ensures all materials provided by the agency are culturally sensitive and provided in the language of the participants..	ME	NI	U
Provides for the needs/concerns of family service staff who are working with non-English speaking families and families who have needs/issues with which staff are unfamiliar.	ME	NI	U

Comments:

Supervision and Support

Supervises assigned Family Outreach Workers (FOWs) and Home Visiting Teachers (HVTs). May additionally provide supervision to related program staff as assigned by the EHS Compliance Director.	ME	NI	U
Uses reflective practices to supervise, mentor and evaluate FOWs and HVTs in a timely and professional manner.	ME	NI	U
Facilitates monthly mentoring and training opportunities for staff to provide ongoing opportunities for reflective practice/case discussion/professional development opportunities .	ME	NI	U
Works with Mental Health Manager and Pediatric Nurse Practitioners to provide appropriate support for staff working with high risk families.	ME	NI	U
Assists staff through support and consultation and referrals for internal as well as external appropriate resources services including housing, employment, health.	ME	NI	U
Conducts regular and consistent meetings with staff to provide reflective and administrative supervision, technical assistance and support, and to direct and coordinate services.	ME	NI	U
Supports staff in planning socializations which support the seven OHS mandated PFCE outcomes.	ME	NI	U
Attends Circle Meeting Monthly to support Full-Year FOWs Child Care Subsidy Fiscal responsibilities.	ME	NI	U

Assists/Supports FOWs/HVTs with Enrollment and 4k Registration as needed.	ME	NI	U
Trains new FOWs and HVTs utilizing the New Family Service Staff Orientation and Training Plan and Training Binder/Flash Drive.	ME	NI	U

Comments:

Head Start Performance Standards/HSPC Program Governance/Compliance and Reporting

Responsible for implementation of all Head Start Performance Standards as they relate to the position.	ME	NI	U
Responsible for program governance and coordination of HSPC.	ME	NI	U
Ensures agency compliance with Head Start Family Services Performance Standards.	ME	NI	U
Maintains and monitors documentation of Family Services data for the annual PIR.	ME	NI	U
Ensures the implementation of a reporting system that will provide needed agency information, provide for personnel guidance and analyze and prepared reports on operations and participant outcomes.	ME	NI	U
Based on current research and successful practices, develop and maintain annually written Family and Community Partnership Work Plans.	ME	NI	U
Develops and maintains effective records and documentation and completes all required reports and ensures that participant records are complete and up to date.	ME	NI	U
Supports FOWs and HVTs and ensures compliance with Head Start Performance Standards as it relates to health screenings including medical, dental, height/weight, vision, hearing, developmental, and social-emotional screenings.	ME	NI	U
Supports FOWs and HVTs to assist families in scheduling, attending, and following-up on any needed medical and dental treatment for their enrolled child(ren).	ME	NI	U
Reviews ChildPlus for ongoing monitoring of Family Services data/documentation and child health screenings.	ME	NI	U
Reviews GOLD Quarterly to ensure all developmental categories and supporting notes are completed/documented and finalized (HVTs).	ME	NI	U
Reviews Home Visitation Teacher Home Visit Lesson Plans monthly (HVTs).	ME	NI	U
Support, manage, and ensure timely completion of FOW's/HVT's enrollment of families; Ensuring that FOWs/HVTs participate actively in enrollment and recruitment activities.	ME	NI	U
Works closely with the Health and Nutrition Manager to review all required health screenings/data and to ensure FOWs/HVTs are complying with Federal Performance Standards.	ME	NI	U
Reviews Socialization (FOWs/HVTs) and Cluster (HVTs) documentation monthly.	ME	NI	U
Ensures Family Outreach Workers and Home Visitation Teachers are meeting all deadlines mandated by Federal Performance Standards.	ME	NI	U

Comments:

Training

Work closely with the EHS Comprehensive Services Director with the development of the Training and Technical Assistance plan to ensure appropriate support for ongoing training opportunities.	ME	NI	U
Provides staff with training on parent and family engagement and track progress on the agency's School Readiness and PFCE goals.	ME	NI	U
Attends and participates in Head Start and other grant specific trainings and meetings.	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**