

REACH DANE REACH GREEN HEAD START

NON - SUPERVISORY EVALUATION FORM

FAMILY OUTREACH SUPERVISOR

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:

Direct Service to Family Outreach Workers

Provide twice/monthly Reflective & Administrative Supervision to caseload of FOWs	ME	NI	U
Facilitate monthly Small Group Mentoring for group of FOWs	ME	NI	U
Facilitate monthly Large Group FOW Training	ME	NI	U
Research/Provide Opportunities for/ and encourage Professional Development Opportunities for FOWs	ME	NI	U
Effectively communicate and support FOWs to engage program participants in community collaboration opportunities	ME	NI	U
Educate FOWs on community resources	ME	NI	U
Assist/Support FOWs with Enrollment and 4k Registration as needed	ME	NI	U
Train new FOWs in utilizing the New Family Service Staff Orientation and Training Plan and Training Binder/Flash Drive	ME	NI	U

Comments:

Compliance and Documentation

Support FOWs and ensure 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
Support FOWs to assist families in scheduling, attending, and following-up on any needed medical and dental treatment for their enrolled child(ren)	ME	NI	U
Review ChildPlus for ongoing monitoring of Family Services data/documentation and child health screenings <ul style="list-style-type: none"> Review Family Services documentation for Substantial Contacts monthly Review Family Services documentation for Home Visits and Family Partnership Agreements quarterly <ul style="list-style-type: none"> Utilize review of Substantial Contacts and Home Visits to ensure that program participants are receiving services and supports that meet their needs and enhance well-being Review and ensure that all documentation is objective and appropriate and that PIR data is entered correctly Review 45 and 90 day health screenings as appropriate 	ME	NI	U
Support, manage, and ensure timely completion of FOW enrollment of families; Ensuring that FOWs participate actively in enrollment and recruitment activities	ME	NI	U
Work closely with the Health and Nutrition Manager to review all required health screenings/data and to ensure FOWs are complying with Federal Performance Standards	ME	NI	U
Review Socialization documentation monthly	ME	NI	U
Maintain confidentiality of all information related to children and families in accordance with agency policies	ME	NI	U
Ensure FOWs are meeting all deadlines mandated by Federal Performance Standards	ME	NI	U

Comments:

Community Partnerships and Service Coordination

Actively participate in recruitment opportunities to ensure that programs remain fully enrolled	ME	NI	U
Work with neighborhood/community groups to promote increased awareness of Head Start, advocate for and coordinate services for children and families	ME	NI	U
Build relationships with Community Partners and engage for training opportunities/resources	ME	NI	U
Support FOWs to work closely with classroom and program staff to ensure seamless, coordinated services to children and families	ME	NI	U
Support FOWs to work with agency staff and community resources to ensure a coordinated team approach for children and families with multiple needs and providers	ME	NI	U
Act as a liaison for the Family Services Dept. at agency and community events	ME	NI	U

Comments:

Training and Professional Development

Work closely with the Family Engagement & Mental Health Manager to develop high quality training and development opportunities	ME	NI	U
Assist in the development and implementation of parent events including Socialization and parent workshops	ME	NI	U
Provide mentoring, supervision, and evaluation of assigned Family Outreach Workers in a timely and professional manner	ME	NI	U
Participate in professional development opportunities to maintain knowledge,	ME	NI	U

competence, and skills in working with staff, team, and families			
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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**