

# REACH DANE REACH GREEN HEAD START

## NON-SUPERVISORY EVALUATION FORM

### FAMILY SERVICES ASSISTANT

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:

Assist Family Engagement Managers with planning, implementing and evaluating family programming based on Office of Head Start priorities and family needs in coordination with Family Engagement Managers	ME	NI	U
Assist Family Engagement Managers with developing, implementing, and evaluating curriculum for children's programming and family learning experiences during Family Literacy nights and other family services programming in conjunction with Family Engagement Managers	ME	NI	U
Work with Family Engagement Managers to provide high quality childcare and family learning experiences during HSPC and other family services programming	ME	NI	U
Prepare materials and communication for Head Start Policy Council meetings and other activities including coordination of support services needed for parent participation	ME	NI	U
Support successful implementation of Male Engagement events including coordination of support services needed for parent and child participation	ME	NI	U
Coordinate and successfully implement other Family Services programming	ME	NI	U
Assume lead role in programming preparation, set-up and clean-up	ME	NI	U

Comments:

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**Department Support**

Prepare materials and communication for Family Services Department programming as needed	ME	NI	U
Assist supervisor with clerical, office tasks as applicable	ME	NI	U
Assist with other special projects as assigned by supervisor	ME	NI	U

Comments:

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**Communications and Miscellaneous**

Perform frequent telephone and in-person contact with administrative staff, program staff, parents and community in a professional manner	ME	NI	U
Provide regular and accurate written correspondence and use of network systems to enable the timely transfer of information	ME	NI	U
Attend meetings and participate in related committees and training as needed	ME	NI	U
Understand, interpret and implement policies and procedures	ME	NI	U
Maintain confidentiality of all agency information, including information relative to children, families, and staff	ME	NI	U
Perform all other duties as assigned by supervisor	ME	NI	U

Comments:

**Outstanding Acknowledgements:**

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**Goals or improvements sought for next evaluation:**

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**Agreed upon action plan to meet goal:**

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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