

# REACH DANE REACH GREEN HEAD START

## NON-SUPERVISORY EVALUATION FORM

### HS Compliance Specialist

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:

##### Compliance, Monitoring and Tracking

Act as a resource to parents on the various programs offered by Reach Dane including Head Start, Early Head Start, Child Care and Satellite Family Child Care.	ME	NI	U
Assist with and maintain systems for the efficient processing of participant information including data entry, filing, and reporting to various sources Conduct site visits weekly to ensure compliance with licensing and HS Performance Standards.	ME	NI	U
Assist with notifying supervisor and management of areas that are of concern based on findings of licensing and HS compliance checklists.	ME	NI	U
See that all necessary forms are completed, signed, and available in a permanent file for each child.	ME	NI	U
Be back-up for compiling and calculating data entry from various sources and maintain monitoring systems.	ME	NI	U
Assist in gathering and reporting all necessary information for the Program Monitoring Report, (PIR).	ME	NI	U

Comments:

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**Communications and Miscellaneous**

Provide administrative support to the Health and Nutrition Coordinator and the Education Compliance Manager as assigned.	ME	NI	U
Perform frequent telephone and in-person contact with administrative staff, consultants, teaching staff, parents and community in a professional manner.	ME	NI	U
Requires regular and accurate written correspondence and use of network systems to enable the timely transfer of information.	ME	NI	U
Maintain confidentiality of all agency information, including information relative to children, families, and staff.	ME	NI	U
Attend meetings and participate in related committees and training as needed.	ME	NI	U
Other duties and / or special projects as assigned and meet deadlines.	ME	NI	U
Understand, interpret and implement policies and procedures.	ME	NI	U
Organize files and maintain records, track and monitor data and run reports as necessary.	ME	NI	U
Schedule rooms, attend meetings, record minutes, make telephone calls and provide other services as needed.	ME	NI	U
Frequent written memos, including electronic mail, correspondence, and reports for the purpose of documentation and general information.	ME	NI	U
Generate reports and aggregate information to assist in agency planning.	ME	NI	U
Perform all other duties as requested and assigned by Supervisor.	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 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**