

# Reach Dane Reach Green Head Start

## Non - Supervisory Evaluation Form

### Head Start Family Advocate

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

##### Positive and Productive Relationships with Families

Make initial contacts with families for orientation to Head Start and develop a schedule for weekly home visits, which may need to occur on evenings or weekdays to accommodate the working schedule(s) of the parent(s); work week hours would be adjusted in the event of working during evenings or weekends	ME	NI	U
Conduct weekly 90- minute homes visits to enrolled children and their families	ME	NI	U
Complete the developmental assessment of each child with the help of the parent(s)	ME	NI	U
Set developmentally appropriate goals for each child with help of the parent(s)	ME	NI	U

Develop and maintain effective working relationships with assigned families that support the primary goals of self-sufficiency, social competency and strengthening parenting skills	ME	NI	U
Complete needs assessments and assist families in developing and following up on goals that effectively address needs and strengthen the parent/child relationship, and family development of self-sufficiency and social competency	ME	NI	U
Work with families to develop a feasible Family Partnership Agreement that identifies their role and yours for attaining goals and ensure that they receive needed services such as ongoing support, in-house references, and problem solving	ME	NI	U
Act as an advocate for families within the community to address barriers that may interfere with progress	ME	NI	U

Comments:

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### **Planning for Developmentally Appropriate Child Outcomes**

Organize teaching materials and assist parents in planning activities which encompass the developed goals	ME	NI	U
Plan/promote activities to be left in the home for use by the parent(s) with the child	ME	NI	U
Present, model, and explain activities addressed on the home visit summary	ME	NI	U
Record weekly activities and progress on home visit summaries	ME	NI	U
Maintain an inventory of supplies and ensure parents return materials left in the home	ME	NI	U
Plan and facilitate group “socialization” experiences and other family group activities twice/monthly throughout the school-year	ME	NI	U
Reinforce the parent as primary educator by involving them in all aspects of their child's educational program (i.e. planning, implementing, evaluating)	ME	NI	U
Document child's development in DRDP Assessment Tool	ME	NI	U

Comments:

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### **Maintain a Safe and Healthy Environment**

Assist families in accomplishing program objectives, including child health and attendance requirements	ME	NI	U
Assist families in scheduling health/dental appointments and any follow up visits	ME	NI	U
Transport children to and from health and / or dental appointments (with or without family members)	ME	NI	U
Assist parents in planning and implementing a monthly parent advisory committee meeting	ME	NI	U
Assist in planning and implementing socializations with the program team and enrolled families	ME	NI	U
Assist in the development and facilitation of parent activities that effectively meet federal performance standards and provide opportunities for parent and family growth	ME	NI	U
Promote parent involvement in Head Start through providing information on its importance and benefits for their child, themselves and the agency	ME	NI	U
Assist parents in taking advantage of the various parent involvement opportunities as they relate to their interests, needs and goals	ME	NI	U

Assist in the implementation of agency wide special events and trainings provided for the parents, children and families	ME	NI	U
Document all home visits, socialization, significant health support in ChildPlus data management tool	ME	NI	U
Participate in biweekly reflective supervision and monthly small group mentoring to support processing and case discussion	ME	NI	U

Comments:

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### Professionalism

Work with neighborhood / community groups to promote increased awareness of Head Start, advocate for and coordinate needed services and provide support for community development activities	ME	NI	U
Work with staff and community agencies to ensure a coordinated team approach to service delivery by maintaining ongoing communication, attending program service coordination and community and/or in-house case management meetings	ME	NI	U
Attend Dept large group trainings	ME	NI	U
Actively participate in recruitment activities throughout the program year	ME	NI	U
Comply with agency policies, procedures and regulations	ME	NI	U
Maintain confidentiality of information in relation to staff, children and families	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:

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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**