

REACH DANE REACH GREEN HEAD START

NON - SUPERVISORY EVALUATION FORM

HEALTH & NUTRITION 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

Provide oversight of Health Services data entry staff: <ul style="list-style-type: none">○ Resource management of staff○ Conducting performance evaluations○ Coordinating performance management / disciplinary actions as needed○ Participating in hiring process and succession planning	ME	NI	U
Monitor and ensure completion of required health screenings for children enrolled in Early Head Start and Head Start programs	ME	NI	U
Ensure agency compliance with Head Start Program Performance Standards related to child health and nutrition in Early Head Start and Head Start programs	ME	NI	U
Provide oversight and support for the agency's UW Health Nurse contract	ME	NI	U
Coordinate follow-up with PNP/Nurses on identified health problems and ensure that medical follow-up is documented and filed	ME	NI	U
Identify/assist in securing health care resources for program participants and arrange referrals	ME	NI	U
Organize and facilitate Health Services Advisory Committee meetings	ME	NI	U
Monitor and ensure accuracy of data entry needed for the child health section of the	ME	NI	U

Program Information Report (PIR)			
Work collaboratively with PNP/Nurses and Disability Specialist in managing health care of children with special health care needs	ME	NI	U
Purchase, create, maintain, and distribute health and safety resources as needed	ME	NI	U
Coordinate efforts with teachers, family advocates, and program supervisors to obtain all necessary health information for children	ME	NI	U
Provide leadership for the agency's menu committee and consult with the RD and PNP/Nurses regarding menus and development of recipes to accommodate special diets and food allergies	ME	NI	U
Provide oversight and support for the agency's RD contract	ME	NI	U
Monitor and ensure accurate completion of CACFP forms including production records and special diet documentation	ME	NI	U
Conduct kitchen inspections as required by CACFP guidelines for part year and full year programs	ME	NI	U
Provide CACFP information to site staff as needed regarding meal patterns, portion sizes, record keeping, and sanitation	ME	NI	U
Continually monitors organizational information needs and designs new or modifies existing systems to meet changing requirements	ME	NI	U
Participate in the development, refinement, and implementation of system related policies and procedure	ME	NI	U
Provide regular verbal, written and in-person communication with sites regarding health related activities	ME	NI	U
Create health information reports for the Head Start Management Team as requested	ME	NI	U
Meet regularly with the Head Start Management team to ensure support for health services is provided across all areas of agency 0-5 programming	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 requested and assigned by supervisor	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**