

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

JOB CENTER ASSISTANT DIRECTOR

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:

Assistant Director Duties

Ensure agency compliance with Wisconsin Child Care Licensing requirements	ME	NI	U
Ensure the implementation of a developmentally appropriate classroom, contribute to the development of social competence, and provide an environment rich in creative experiences	ME	NI	U
Ensure the quality care, safety, and nurturance of all children on site at all times	ME	NI	U
Ensure that site has proper supplies and equipment necessary for quality individual programming and that all items required are in good repair	ME	NI	U
Provide guidance and assistance to staff in the maintenance of a clean, safe and orderly classroom environment	ME	NI	U
Ensure all parents are treated in a respectful and courteous manner at all times	ME	NI	U
Maintain professional competence, knowledge and skills necessary for excellent performance of all assigned responsibility	ME	NI	U
Attend meetings as required or assigned	ME	NI	U
Comply with all agency policies and standards	ME	NI	U
Maintain a professional manner at all times	ME	NI	U
Perform other duties as assigned by Site Director	ME	NI	U

Comments:

Establish a Safe and Healthy Environment

Ensure Children are closely supervised at all times	ME	NI	U
Adjust schedule according to program need	ME	NI	U
Follows and maintains accurate attendance and tracking records at all times	ME	NI	U
Ensure that classroom is maintained in a safe, clean and orderly condition to ensure materials are in good repair	ME	NI	U
Complies with state child care licensing rules	ME	NI	U
Completes fire and safety checklists monthly, documenting fire and tornado drills	ME	NI	U
Documents all injuries in medical log using proper procedures and reviews log at team meetings	ME	NI	U
Documents all illnesses that require children to be excluded from the program	ME	NI	U
Be knowledgeable of site specific handbook regarding safety, health procedures, and expectations	ME	NI	U
Follow child abuse and neglect policies and procedures	ME	NI	U
Ensure sanitary conditions are maintained at all times; site cleaning responsibilities are required as applicable	ME	NI	U
Ensure the quality care, safety and nurturance of all site children at all times	ME	NI	U

Comments:

Planning for Developmentally Appropriate Programming

Fosters positive self-concept by supporting individuality, independence, and the ability to make choices	ME	NI	U
Demonstrates respect for diversity by providing anti-bias and non-sexist language, images, materials, equipment, and experiences that reflect both center and global community	ME	NI	U
Integrates active media that children can control and reflects children's interests and skills	ME	NI	U
Implement child directed, child initiated activities while limiting adult initiated activities	ME	NI	U
Provides a variety of activities and materials that are appropriate for a mixed age classroom	ME	NI	U
Contribute to the development of social competence and provide an environment rich in creative experiences	ME	NI	U
Use knowledge of developmentally appropriate practices while interacting and planning for children in a mixed age classroom	ME	NI	U

Comments:

Social Emotional Development

Cultivates a sense of community in the classroom by taking a leadership role; communicates respect, shares knowledge of child development and learning	ME	NI	U
Interacts frequently, affectionately, and respectfully by smiling, touching and holding children appropriately	ME	NI	U
Speaks in a calm and courteous manner within a close proximity of children	ME	NI	U
Communicates directly with each child at the child's level	ME	NI	U
Speaks with children in a friendly and positive manner	ME	NI	U

Engages and communicates constructively with individual children during activities and routines, taking every opportunity to positively extend children's thinking and potential for learning	ME	NI	U
Be available and responsive to children	ME	NI	U
Encourages and models positive social behaviors and expectations that are developmentally appropriate	ME	NI	U
Acknowledges feelings with sensitivity and demonstrates appropriate expression of emotions	ME	NI	U
Assists in helping children to acclimate to classroom environment by reasoning and acknowledging feelings	ME	NI	U

Comments:

Positive Guidance

Adheres to agency's Child Guidance Policy found in Reach Dane's policies and procedures manual	ME	NI	U
Conducts smooth and unregimented transitions between activities and upon entering and leaving classroom	ME	NI	U
Follows procedures for behavioral planning as outlined in the policies and procedures manual	ME	NI	U

Comments:

Positive and Productive Relationships with Families

Respects parents as child's primary teacher	ME	NI	U
Shares resources with parents through discussion, articles, parent boards, and community contacts	ME	NI	U
Informs parents of injuries and illnesses as soon as possible in accordance with agency policies and procedures	ME	NI	U
Acknowledges parents and all visitors; shows courteous and professional conduct	ME	NI	U
Responds to parent situations, comments, and concerns with sensitivity, interest, and respect	ME	NI	U
Emphasizes strengths in children and families	ME	NI	U
Provides parents with positive feedback based on child's visit to the center	ME	NI	U
Maintains confidentiality	ME	NI	U

Comments:

Professionalism

Obtains required continuing education hours and maintains necessary documentation	ME	NI	U
Demonstrates knowledge of ages and stages of development; shows competency in understanding the general areas of physical, social, cognitive, and emotional development for designated age groups	ME	NI	U
Supports agency mission, philosophy, values, goals, and policies when working with parents, children, community partners, and coworkers	ME	NI	U
Demonstrates flexibility and openness to new ideas in child care practices	ME	NI	U
Attends staff meetings, requires trainings, and other agency events	ME	NI	U
Responds to agency needs by attending trainings, contributing to newsletters, serving on task forces, or substituting for another coworkers when needed	ME	NI	U
Receives constructive criticism with an attitude that indicates willingness to improve; gives feedback in a respectful manner	ME	NI	U

Establishes and maintains a relationship of cooperation and respect for coworkers	ME	NI	U
Assumes a fair share of work, looks for ways to be helpful; demonstrates initiative	ME	NI	U
Offers and shares ideas and materials with coworkers	ME	NI	U
Communicates directly, works to resolve conflicts quickly and professionally, and avoids gossip	ME	NI	U
Coworkers communicate daily to ensure smooth operations	ME	NI	U
Maintain collaborative relationships with grant and community partners	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goal:

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**