

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

MENTAL HEALTH SERVICES 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

Serve as the lead for the coordination and implementation of all mental health services.	ME	NI	U
Design and implement a regular schedule of on-site mental health consultation involving mental health professionals, program staff, and parents that is responsive to behavioral and mental health concerns of an individual child or group of children.	ME	NI	U
Develop and implement strategies to promote children's mental wellness by providing group and individual staff and parent education on mental health issues.	ME	NI	U
Develop proactive systems and processes for assessing the social and emotional needs of children, identifying high risk behaviors and providing individualized support as needed.	ME	NI	U
Assist in providing appropriate support for children with atypical behavior or development, utilizing other community mental health resources, as needed.	ME	NI	U
Support individualized Early Childhood Mental Health Consultation for young children with concerning behaviors .	ME	NI	U
Support individualized mental health support for parents, guardians or other caregivers to ensure their mental health needs are addressed.	ME	NI	U
Develop responsive services to immediately respond to families in crisis with services that will meet the needs of the children, parents/guardians, and others	ME	NI	U

affected the situation.			
Develop systems and processes to identify the behavioral and mental health needs of staff and parents (including high risk behaviors).	ME	NI	U
Create appropriate systems and policies that support an emotionally healthy environment ongoing nurturing experiences will help promote mental well-being.	ME	NI	U
Develop and monitor appropriate service area plan and monitoring.	ME	NI	U
Monitor, track, oversee and assure confidentiality of all records.	ME	NI	U
Work closely with all Head Start content area managers and corresponding staff.	ME	NI	U
Co-develop and monitor relevant budgets, plans and strategies for the mental health activities.	ME	NI	U
In partnership with relevant staff, develop, direct and coordinate the hiring, training, and evaluation of the program's mental health.	ME	NI	U
Performs related duties as required.	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**