

REACH DANE REACH GREEN HEAD START

NON - SUPERVISORY EVALUATION FORM

PROFESSIONAL DEVELOPMENT/ASSESSMENT 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:

Key Performance Factors from Job Description

Safe and Healthy Environment/Developmental Appropriate Practices

Observes site compliance with state child care licensing rules while in programs and reports any observations of non-compliance to site director/supervisor	ME	NI	U
Follows child abuse and neglect policies and procedures	ME	NI	U
Encourages and models social behavior and expectations that are developmentally appropriate	ME	NI	U
Adheres to agency's Child Guidance Policy found in the policies and procedures manual	ME	NI	U

Comments:

Agency Compliance/Classroom Assessment & Curriculum

Support agency compliance with Head Start Program Performance Standards, Wisconsin Child Care Licensing, and Child Care Accreditation standards	ME	NI	U
Conduct formal, ongoing assessments of classroom environments using CLASS, ECERS, TPOT to monitor and support classroom quality	ME	NI	U
Obtain and maintain CLASS and TPOT reliability and serve as CLASS and TPOT observer as needed	ME	NI	U
Utilize CLASS and TPOT as a professional development tool to provide teachers with individualized feedback on performance and develop targeted professional development opportunities	ME	NI	U
Assist the Education Services Team with analyzing and aggregating multiple sources of data (i.e. ECERS/ITERS, TPOT/TPITOS, CLASS, accreditation reviews, GOLD) to identify professional development needs and ensure progress towards the agency's school readiness goals	ME	NI	U

Comments:

Professional Development

Assist with coordination of staff training	ME	NI	U
Support in the planning, development, and implementation of professional development opportunities for staff	ME	NI	U
Assist with community partners' professional development activities as appropriate	ME	NI	U
Perform all other duties as assigned or delegated	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**