

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

PROFESSIONAL DEVELOPMENT/COACHING SUPERVISOR

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

Plan, develop, and implement professional development opportunities for education staff based on individual, site, and program level data; Assure that needed resources, materials and technical assistance are available to assist educational staff in the provision of high quality services	ME	NI	U
Support and supervise coaching staff in providing ongoing observations and feedback to classroom staff	ME	NI	U
Analyze and aggregate multiple sources of data (i.e. ECERS/ITERS, TPOT/TPITOS, CLASS, accreditation reviews, GOLD) to identify professional development needs and ensure progress toward the agency's school readiness goals	ME	NI	U
Develop, monitor and maintain a coaching model of support in all educational services	ME	NI	U
Serve as a member of the agency's School Readiness and Pyramid Model Leadership teams	ME	NI	U
Serve as a member of the Education Services team and provide the Child Development and Education Services Director with ongoing feedback on implementation of the coaching model and identified professional development needs	ME	NI	U

Assist the 0-5 Director in developing an annual training and technical assistance plan. Assist with formulating, revising and updating the DCPC Head Start training plans on an annual basis	ME	NI	U
Meet regularly with coaching staff and provide ongoing monitoring of coaching/professional development activities	ME	NI	U
Work closely with Human Resources Department and Agency Leadership team to plan and coordinate agency-wide trainings as needed	ME	NI	U
Assist with coordination of staff training for children with special needs. Serve as lead advisor for student teacher placement in agency classrooms	ME	NI	U
Maintain the professional competence, knowledge and skills necessary for the satisfactory performance of all assigned responsibilities	ME	NI	U
Advocate for needed services for children with agency programs, the early childhood community and the community at large	ME	NI	U
Assist with community partner's professional development activities as appropriate	ME	NI	U
Assist the 0-5 Director and Child Development & Educational Services Director in the planning and implementation of agency programming	ME	NI	U
Obtain and maintain CLASS reliability and serve as CLASS observer as needed	ME	NI	U
Maintain a professional manner at all times	ME	NI	U
Attend all meetings and trainings as required	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**

AGENCY WIDE PERFORMANCE FACTORS – SUPERVISOR

Communication (Oral and Written)

- Relays information to supervisors, peers, employees, volunteers, collaborative partners, parents and community in a clear, timely, concise, accurate, thorough, and respectful manner both verbally and in written form
- Demonstrates effective listening skills and makes productive use of the information
- Communicates openly
- Participates actively in meetings; makes meaningful contributions

Working Collaboratively

- Supports agency goals, initiative, mission, values and vision
- Supports Trauma-Informed Care (TIC) Values: Safety, Trustworthiness, Choice, Collaboration; and Empowerment
- Shares appropriate information with team members and administration

Professional Behavior/Judgment/Initiative/Confidentiality

- Maintains a positive and professional attitude and approachable style while interacting with others. Polite, courteous, well-spoken when representing agency on and off the work site. Follows dress requirements for work
- Anticipates potential problems and takes preventative measures before they occur and consistently applies sound problem-solving skills
- Seeks out new assignments, suggests usable ideas, methods, techniques, and works effectively without supervision
- Maintains confidentiality of all agency information, including information relative to children, families, and staff

Work Quality/Productivity/Results

- Results oriented: Effectively sets goals and achieves high performance by using required levels of knowledge and skill for successful performance outcomes
- Demonstrates productive and accurate work while meeting deadlines and assures the same of direct reports
- Uses time management skills effectively
- Demonstrates problem solving ability resulting in positive suggestions for improvement

Interactions with others/Teamwork

- Sets a positive example for the team; motivates others; creates enthusiasm for team effort
- Promotes, models and maintains respectful working relationships with supervisor, team, other staff, parents and community
- Promotes and provides leadership toward a quality, healthy, creative, nurturing environment for children, families and staff that models dignity and respect
- Models, promotes and exhibits a positive and cooperative attitude; sets a model for teamwork that encourages common goals
- Listens reflectively and accepts suggestions willingly
- Supports for success and encourages the efforts and achievement of others
- Demonstrates shared responsibility for agency and departmental issues – jumps in and helps out as needed
- Promotes, models and maintains an approachable manner that encourages interactions with others
- Effectively builds the team, promoting strong working relationships
- Focuses on the greater good of the organization
- Collaborates effectively with others
- Exhibits an ability to adapt to change

Accountability

- Completes Job Description duties and understands the expected results to be achieved
- Meets commitments, gives and seeks feedback, takes responsibility for actions
- Completes and maintains required recordkeeping on a timely basis

- Arrives and is ready for work and appointments on time
- Routinely checks agency e-mails, voicemail and written correspondence and responds in an appropriate and timely manner
- Takes responsibility for professional growth, development, and continued education
- Complies with agency policies, procedures, and other local, state, and national requirements
- Assures safety and security practices and procedures are followed.

Leadership

- Provides guidance and direction to employees; assumes leadership in a positive way
- Asks for and is responsive to feedback on own management style
- Develops, communicates, and executes work expectations while using the expertise of team members effectively
- Identifies and resolves conflict/dissatisfaction issues
- Observes early signs of changing conditions; demonstrates adaptability and flexibility
- Offers creative and effective solutions
- Follows up to ensure that appropriate actions have been taken
- Takes initiative to inquire about customer needs and opinions
- Effectively handles and responds to customer and employee complaints

Managing People/Delegation

- Treats all employees with fairness and respect
- Provides clear, useful, objective and timely feedback to staff members; communicates clear performance expectations
- Assures direct reports are held accountable to performance expectations; supports direct reports in assuring employees meet accountability expectations
- Completes and maintains required recordkeeping on a timely basis (programmatic and personnel)
- Addresses conflict or differences of opinion in a positive and respectful manner
- Encourages creativity, independence and innovation in the workplace; open to new ideas; allows and supports employees to make decisions
- Delegates tasks to staff appropriately and in a respectful manner
- Communicates through appropriate verbal and nonverbal language in a manner that promotes professional growth
- Ensures hiring and training procedures, including NEO, are followed; ensures new employees are fully trained on all aspects of the job
- Encourages and develops customer service skills in employees.
- Takes initiative to inquire about employee needs and opinions

Planning, Organizing and Decision Making

- Sets precise, measurable goals that are realistic, challenging and compatible with organization goals
- Able to prioritize work and manage time effectively; Sets realistic deadlines for self and others and ensures deadlines are met
- Anticipates problems and plans accordingly; observes early signs of changing conditions and responds effectively; acts versus reacts
- Initiates new approaches and ideas
- Approaches problems as part of an overall system rather than reacting to them in isolation
- Uses data to make informed decisions.
- Maintains a sense of urgency in solving problems

Comments: _____

Employee Signature _____ Date _____