

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

EHS PROGRAM ASSISTANT

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:

Program Assistant

Support EHS program activities by: <ul style="list-style-type: none">○ Assisting Family Advocates to coordinate resources for all activities at EHS socializations.○ Assisting in planning and implementing meals and nutrition activities for EHS socializations○ Organizing, planning and assisting with transportation of families to socialization activities○ Attending socializations to support child care, activities, cleaning and other duties as needed○ Creating program newsletters, calendars, invitations and other communication resources as directed by program supervisors○ Supporting inventory and maintenance of program related materials, curricular resources and paperwork○ Maintaining a library of child-development and parent-child activities for home visits in connection to the GOLD Assessment○ Assisting Family Advocates on home visits as needed○ Transporting families to social service and medical appointments as	ME	NI	U
---	----	----	---

<ul style="list-style-type: none"> needed ○ Providing administrative support to EHS Supervisors as assigned ○ Performing other duties to support program activities as assigned 			
--	--	--	--

Comments:

Communications and Miscellaneous

Perform frequent telephone and in-person contact with administrative staff, consultants, program staff, parents and community in a professional manner	ME	NI	U
Provide regular and accurate written correspondence and use of network systems to enable the timely transfer of information	ME	NI	U
Attend meetings and participate in related committees and training as needed	ME	NI	U
Other duties and / or special projects as assigned	ME	NI	U
Understand, interpret and implement policies and procedures	ME	NI	U
Maintain confidentiality of all agency information, including information relative to children, families, and staff	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**